



Housing Manager – Job Description

POSITION REPORTS TO: PROGRAM MANAGER

CLASSIFICATION: 30 hour per week benefitted position, funded by a four-year grant)

JOB SUMMARY:

The Housing Manager will conduct housing searches and participate in the development of a portfolio of landlords and property managers to work with Solano Coalition for Better Health (SCBH) to provide housing for those we serve. The duties will involve inspection of identified units for habitability. The Housing Manager will coordinate and track communications with landlords, other community partners and provide ongoing case management to ensure that tenants successfully retain housing suitable to their needs.

KEY FUNCTIONS/RESPONSIBILITIES:

- Identify appropriate rental housing in the community for clients served.
- Assist participants in securing and maintaining housing.
- Provide mediation and advocacy with landlords on the client's behalf to develop a workable plan to obtain and or maintain housing.
- Provide application assistance to clients
- Assist with housing and tenant related emergencies during normal business hours and after hours.
- Educate clients of their rights and responsibilities.
- Educate community members about the housing needs of identified program participants and the importance of supportive housing.
- Maintain thorough and accurate progress notes, files and correspondences while also maintaining confidentiality of tenants
- Transport clients as deemed necessary
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelors degree or advanced degree preferred
- Experience in real estate and/or property management
- Willing to travel within the Bay Area and make multiple visits to the field
- Experience working with individuals experiencing homelessness including those with disabilities and special needs
- Knowledge of Fair Housing Laws and reasonable accommodations
- Excellent verbal and written communications skills
- Strong interpersonal skills
- Possession of a valid California driver's license, a clean driving record, and automobile insurance
- Basic computer knowledge, MS Word and Excel required; PowerPoint preferred
- Ability to utilize critical thinking skills in decision-making situations, good organizational and record-keeping skills, and good independent judgment.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

To apply: Send cover letter and resume no later than January 17th, 2017 at 5pm, to www.solanocoalition.org Attention: WPC-HRC