



*Offering safety, providing stability and
equipping for self-sufficiency*

LANDLORD RELATIONS

KEY INFORMATION

Reports To: Housing Stability Manager

Supervises: None

Key Relationships: Program Manager, Housing Stability Specialists, Clients, and Community Partners

Effective Date: June 2019

Hours: Full-time, 40 hours per week (Monday-Friday), with evening and weekend hours as required

Job Classification: Salary, Exempt

Compensation: \$39,500 - \$47,800, DOE; 401(k) plan; medical, dental & vision benefits;
PTO: vacation, personal time and sick time.

SUMMARY

The Landlord Locator works with the Housing Stability team and clients to match families with solutions to provide affordable housing to ensure families become safe, enabling them to move to long-term development where they thrive. This role works with clients that are homeless or almost homeless, to secure and transition them into a full range of affordable, permanent housing opportunities. This includes single-family homes, individual apartments and shared housing. The Landlord Locator works closely with the private, public, and corporate landlord network in our service area to build business rapport, form and/or strengthening partnerships, and research and identify affordable housing inventory. Connect with the community and agency partners to secure funds for housing costs, matched with VMP funds, to multiply the work of housing families in their own apartments. This position will match the current available units and rental criteria with client needs. This position works closely with the client to develop a housing plan for their family's needs for stable housing. They are responsible to help families leave homelessness or resolve a housing crisis as soon as possible, as the first step to becoming stable. This role will maintain a caseload of families and is a foundational part of the success of vulnerable and homeless single parents reaching their goal of self-sufficiency and stable housing while in the program.

RESPONSIBILITIES

- Utilize an approach that is client-centered, strength-based, and trauma-informed
- Create a meaningful, supportive working relationship and offer individualized support to families in a housing crisis and/or homeless, with the goal to stop evictions or quickly obtain housing.
- Mediate and negotiate with housing landlords, as needed on behalf of clients, to secure the best housing outcome for the family and landlord.
- Collaborate with the client to quickly identify individualized housing needs assessments for all clients, and develop and execute housing plans.
- Lead team collaboration as the "go-to" resource for housing solutions, including diversion, rapid re-housing and prevention.
- Monitor each client's progression through their housing search plan and develop corrective action revisions to the plan when necessary.
- Create and maintain lists of available housing options for clients. Creatively engage families in finding housing through diversion, rapid re-housing and prevention.

- Assist clients with housing applications, complete supportive and subsidized housing paperwork, survey rental market and affordable housing, and advocate for clients with prospective landlords.
- Engage clients in housing stability skill training classes and one-on-one with a collaborative team focus on housing assessment, reducing housing barriers, and affordable options.
- Make site visits to properties in our service area on a regularly scheduled basis to maintain the landlord network, inventory, and rapport with landlords.
- Create property and landlord portfolios as a part of the Landlord Network Program.
- Track housing placements and housing retention for all housed individuals.
- Gain knowledge of the rules and regulations of the local, state and federal housing authorities.
- Maintain client-related data tracking systems and logs including case notes.
- Outreach to realtors, landlords, housing developers, and other housing providers to identify new and existing housing opportunities and build a strong inventory of available housing options for clients.
- Network with other agencies, coalitions, and attend local community meetings.
- Host landlord networking events.

QUALIFICATIONS

- Have a personal relationship with Jesus Christ, be active in a Christian church, and agree with the Vine Maple Place Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Possess a valid driver's license, safe driving record, reliable transportation, and proof of insurance.
- Maintain an acceptable background check and ability to pass a drug test.
- Understand issues related to poverty, homelessness and the governmental, educational and social service systems that serve low-income people.
- Commitment to diversity and ability to work well with diverse family styles and multi-ethnic populations.
- Sensitivity to the needs of clients who are homeless, low income, limited English speaking, or impacted by domestic violence, substance abuse, or other barriers to housing stability.

EXPERIENCE AND EDUCATION

- Bachelor's degree from an accredited college or university and/or equivalent experience of 2-4 years in Housing Services or Property Management.

KNOWLEDGE, SKILLS AND ABILITIES

- Computer skills: Proficient in Word, Excel, and Outlook.
- Able to multi-task and deal with complexity and time constraints.
- Ability to maintain a professional demeanor and confidentiality.
- Strong oral, written and interpersonal communications skills.
- Self-motivated with strong organizational and project management skills.

The above is intended to describe the general content of, and the requirements for, satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities, or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: Info@VineMaplePlace.org
Only qualified candidates will be contacted.