

SAMARITAN HOUSE

Job Description

Position: Housing Locator	Approved on: July 20, 2012
Reports to : Housing Programs Supervisor	Revision Date: July 25, 2023
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Direct Client Services

Position Summary

The Housing Locator assists individuals and families who are transitioning out of homelessness by locating affordable housing options. The Housing Locator is responsible for working with owners, landlords, and property managers to introduce the Housing Now Program. This includes educating prospective landlords, owners, and management firms on how assistance/subsidy programs work, what services are provided, and other benefits of the program. Additionally, this position provides support and guidance to landlords and property managers when tenant issues arise. The Housing Locator will work with clients who have experienced domestic violence, sexual assault, human trafficking and/or are chronically homeless and who are eligible for re-housing services based on SPDAT scores.

Job Responsibilities

1. Meet with each individual or family matched for Housing NOW Rapid Rehousing (RRH) Program and conduct interviews, housing counseling and prepare them for a housing search.
2. Set up meetings with owners, landlords and property managers to discuss rental assistance, placement programs, and support services.
3. Work with housing providers to assist participants in qualifying for and moving to permanent affordable housing; assistance may include rental assistance and deposit resources.
4. Perform initial site visits at all prospective units to ensure they meet guidelines for habitability standards. Complete inspections and environmental reviews.
5. Assist clients in mediating with landlords by negotiating with them to find solutions and to help client avoid eviction.
6. Educate landlords on how the rental subsidy (RRH) program works, including timeframe and potential payment breakdown.
7. House individuals and families based on needs and affordability of participants while coordinating services with Housing Stabilization Case Managers.
8. Provide weekly updates of housing search and placement information to Housing Programs Supervisor and the Direct Services Team.
9. Maintain a Housing Directory which should include documentation of all contacts made with landlords and housing providers, including dates and results of contact with provider and specific information about type of housing available.

10. Research housing topics and organize, collect and distribute housing information for agency staff and program participants.
11. Develop knowledge of community resources, utilize advocacy skills and teach self-advocacy so individuals and families can expand their use of resources in the community as related to housing services.
12. Develop/assist in the development of trainings and workshops as needed for agency staff and program participants including communicating with landlords, tenant rights, fair housing and housing discrimination.
13. Work directly with volunteers and student interns; assist with supervision, retention and appreciation efforts.
14. Complete all required internal and external reporting and documentation accurately and on time.
15. Participate in community collaboration groups and represent the organization to others as requested.
16. Spend most of time in the field—developing new and managing existing relationships, locating properties, assisting with lease signings, etc.
17. Other duties as assigned.

Required Background

- Bachelor's Degree in Human Services or related field preferred and experience working with families in crisis.
- Valid Virginia Driver's License.
- CPR certified with adults and children within six months of hire.

Required Skills

- Knowledge of and adherence to agency mission, policies and procedures, including Code of Conduct and mandatory reporting requirements.
- Knowledge of dynamics of domestic violence and homelessness.
- Knowledge of team model of practice.
- Knowledge of human development theory across the lifespan.
- Knowledge and application of group dynamics theory and practice.
- Knowledge of a wide range of models of practice in counseling and advocacy (feminist, humanist, empowerment models).
- Skills in establishing non-victimizing rapport with families.
- Excellent written and oral communication skills with families, staff and interagency professionals.
- Skills in gathering, interpreting and compiling information about families and resources in the community.
- Skills in teaching adults and supervising volunteers.
- Ability to work effectively in crisis situations, utilizing the teamwork model of practice.
- Ability to plan and manage own work activities and seek and use supervision effectively to increase skills and knowledge.
- Ability to represent agency in public speaking and in community coalitions.
- Ability to maintain and keep records current and complete statistical reports in a timely manner.

Required Physical Skills:

- Ability to lift 25 pounds
- Ability to operate a motor vehicle, a car, truck and/or van
- Ability to walk, climb and reach
- Ability to conduct & attend meeting

Contact:

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