

**Title:** Landlord Outreach/Housing Specialist

**Department:** Supportive Services for Veteran Families (SSVF) Program

**Supervisor:** SSVF Program Director

**Positions Supervised:** none

**Status:** Full-time/non-exempt **Starting Hourly compensation:** 16.33

**General Description:** Responsible for identifying and coordinating housing for eligible Veteran Families seeking housing stability and ensuring that programs, providers and identified housing are in compliance with all applicable federal and local housing regulations, laws and standards.

**Essential Functions:**

1. Identifies appropriate housing for homeless individuals and families and maintains a listing of available housing in the 8 county SSVF Program service area
2. Coordinates and assists with housing placement for eligible homeless and low-income Veteran families seeking permanent housing
3. Conducts housing searches which include finding housing, reviewing leases, and negotiating with landlords
4. Serves as a liaison between SSVF Program participants and housing providers on all matters related to obtaining and retaining housing.
5. Provides housing related information, education and referrals on issues related to housing stability (e.g. home maintenance, financial management, renters rights, mortgage options)
6. Has knowledge of HUD Habitability Standards and conducts Habitability Inspections
7. Has knowledge of Florida Landlord/Tenant Law
8. Develops and maintains an updated list of rental properties in the SSVF Program eight county service area
9. Works with, and advises the Program Director to ensure program and provider compliance with all applicable Federal and local housing regulations, laws and standards
10. Monitors programs and providers to ensure compliance with the guidelines and regulations in the Americans with Disability Act (ADA).
11. Maintain accurate and up to date documentation related to housing inspections and participant housing support services

12. Builds and maintains relationships with property managers and private landlords in the BBHC / SSVF county service area, including education about and advocacy for AVH clients.
13. Other duties as assigned

**Qualifications and Skills:**

1. Bachelor's Degree or significant work experience in the real estate or property management field
2. Knowledge of housing principles, guidelines, laws and concepts
3. Knowledge and skill in identifying and acquiring housing for low-income individuals and families.
4. Desire to work with underserved and low-income populations from diverse communities
5. Ability to work effectively in diverse settings
6. Knowledge of all guidelines and regulations in the Americans with Disability Act.
7. Ability to handle multiple tasks and demands.
8. Excellent communication skills both oral and written
9. Ability to foster professional working relationships with formal and informal groups and individuals e.g.

**Working Conditions:** The position has normal work hours, and requires travel to rural communities of the Big Bend including but not limited to Gadsden, Leon, Jefferson, Madison, Taylor, Wakulla, Liberty and Franklin Counties.

**Collaborative Relationships:** The Supportive Services for Veteran Families Program is a member of the Big Bend Homeless Coalition and Big Bend Continuum of Care

**Applications will be taken by email only**

Please send cover letter, resume and completed BBHC Job application to [jobsatbbhc@gmail.com](mailto:jobsatbbhc@gmail.com)

Write SSVF Peer Support Position in the Subject line of your email.

This job posting ends 3/15/2018 @ 5:00 pm. Applications emailed after this date will not be considered.