



WOMEN'S EMPOWERMENT

Position Title: Housing Specialist
Reports to: Program Director
Employment Status: Full-time, non exempt

Note: *A cover letter is required with all submissions.*

Organization:

Women's Empowerment is a community based nonprofit organization whose mission is to educate and empower women who are homeless with the skills and the confidence necessary to secure a job, create a healthy lifestyle and regain a home for themselves and their children. Women's Empowerment is the most comprehensive job-readiness program in Sacramento exclusively designed to serve homeless women and their children. Women's Empowerment is dedicated to ending homelessness one woman, one family at a time.

Women's Empowerment offers a supportive environment whose employees work as a team to provide the highest quality of services. We use a strength based model in our work and focus on excellence in all of our programs.

Position Overview:

We are looking for a Housing Specialist with excellent people skills who will engage and maintain relationships with the Sacramento housing industry and increase housing opportunities for students and graduates of Women's Empowerment. To be successful as a Housing Specialist you should be an excellent mediator, highly knowledgeable about the housing market, social services and legal restrictions.

Under the direction of the Program Director, this position provides housing coordination services, including the identification, recruitment and retention of landlords and property managers who will rent to women and families facing tenancy challenges. The Housing Specialist will collaborate with government agencies, housing stakeholders and community organizations to leverage all funding possible. This position will assist participants in their housing search, meeting housing eligibility requirements and negotiating the terms of the lease on behalf of the applicants.

We are seeking a compassionate, resourceful, individual who has a working knowledge of property management, fair housing law, the legal responsibilities of renters and is committed to the goals and mission of Women's Empowerment.

Principal Activities and Responsibilities:

- Identify, recruit and retain landlords who rent to applicants with high barriers to housing.
- Develop and maintain a current list of affordable resources for client referrals.
- Research housing properties and interview property managers to determine housing opportunities.
- Serve as a housing resource to creatively provide alternative housing or program options as needed.
- Establish and maintain community partnerships, resources and relationships with landlords and real estate agencies.
- Assist clients with referrals and applications for housing vouchers including landlords willing to utilize government funded resources.
- Assist clients in completing landlord and property management housing applications, including helping to secure needed documentation and accompanying participants to housing orientations and interviews.
- Provide assistance to prospective applicants for housing placement and housing stabilization.
- Provide budget and money management assistance and case management services.
- Provide services to create early resolution to landlord and tenant disputes to protect the interests of tenants and property managers.
- Create and work collaboratively with Neighborhood Associations, Rental Housing Associations, community service agencies and property managers.
- Prepare and maintain daily logs, records, activity documentation, and reports in a timely fashion.
- Provides all documentation necessary to comply with contractual agreements.

Responsible for self-development

- Continually learn and enhance technical and interpersonal skills.
- Attend staff meetings/assigned training seminars and complete required certifications, i.e. CPR, First Aid, etc.

Qualifications:

- Bachelors (BA or BS) in relevant field with at least 2-3years related experience in housing coordination services for homeless individuals; including housing placement experience and the provision of supportive services.
- A working knowledge of property management, fair housing law, real estate transactions, evictions, credit statements and legal responsibilities of renters.
- Ability to establish and maintain personal and professional boundaries while successfully providing supportive services.
- Ability to facilitate groups.
- Knowledge of homeless services, addiction, mental health, and domestic violence.
- Ability to advocate with and for clients to navigate complex systems and make appropriate referrals.

- Excellent communication, interpersonal and listening skills.
- Strong analytical, mediating and negotiation skills
- Ability to maintain case records in a clear and concise manner.
- Proficient in computer applications such as Microsoft Office Suite, internet applications, and Google Docs
- Ability to multi-task, work independently and set work priorities
- Understand and practice “teamwork” as a work habit.
- Maintain a harmonious working relationship with staff, participants and housing providers.
- A genuine love for working with people.

Desired Personal Qualities:

This position requires a nonjudgmental approach, a flexible outlook and the ability to nurture a trusting and caring relationship with clients. We are looking for a motivated self-starter with a demonstrated ability to advocate within a trauma-informed strengths based model. The ability to demonstrate professional integrity, cultural competency, ethics and confidentiality are paramount. This position requires exceptional problem-solving skills, emotional stability, and excellent judgment.

Physical Requirements:

Physical requirements are those that are present in normal office environment conditions, and will involve light to moderate lifting, and travel. Duties may involve occasional evening and weekend work or transporting of clients.

Licenses:

Candidates must possess a valid California driver’s license and meet the State’s automobile insurability requirement. Candidates must be able to pass a criminal background check.

Benefits include: Full employer paid medical, dental, life insurance, vacation, holidays, and IRA with employer match.

If interested in applying for this position, please submit a resume and cover letter to lolita@womens-empowerment.org. No phone calls please.