EMPLOYMENT OPPORTUNITY

Housing Liaison

Housing Programs

Position Summary

Coordinates and carries out program tasks to facilitate rental assistance payments for scattered-site housing clients.

Essential Duties and Responsibilities

- Fulfills SEARCH's mission and core values.
- Coordinates lease negotiation and renewals with Scattered Site landlords, and ensures compliance of lease agreements with applicable government regulations.
- Prepares and submits check requests for monthly rental assistance payments for Scattered Site Housing clients, which includes collecting required documents from case managers and reviewing and ensuring accuracy prior to submission.
- Conducts initial, annual, and emergency housing inspections for Scattered Site clients to ensure compliance with standards for government-assisted housing units.
- Completes other required tasks related to government-funded rental assistance including rent reasonableness, lead-based paint requirements, and calculation of rental assistance in compliance with government regulations.
- Coordinates closely with landlords, Housing case managers, and Finance department to facilitate an efficient process for rental payments and other related activities.
- Provides education to case managers and landlords as needed regarding documentation and other requirements for government-funded rental assistance.
- Develops and manages effective systems to track and fulfill deadlines and maintain all related documentation in an organized manner.
- Inputs accurate and timely data into HMIS as applicable.
- Other related duties as assigned.

Qualifications

EDUCATION	• Minimum of Bachelor's degree required.
EXPERIENCE	• Minimum of 2 years' experience building partnerships with landlords preferred. • Experience with conducting housing inspections and coordinating rental payments preferred.
SKILLS	• Strong communication, organizational, and administrative skills; strong interpersonal and negotiation skills. • Must hold a valid Texas driver's license with a safe driving record over the past 3 years.

SEARCH
HOMELESS SERVICES

Contact HR to apply today
HR@searchhomeless.org

SEARCH is an Equal Opportunity Employer and a Drug Free Workplace.