

Community Housing Locator for Washtenaw County Homeless Agencies

<u>Title:</u> Community Housing Locator	<u>Reports to:</u> Executive Director
<u>Hours:</u> Part-time, 20-25 hours per week	<u>Effective Date:</u> October, 2018

I. OVERVIEW

The Community Housing Locator, a new position, will work with Washtenaw Housing Alliance member-agencies to increase housing options for people experiencing homelessness through constructive, supportive relationships with landlords, and facilitate rapid placement into permanent housing for individuals and families experiencing homelessness in Washtenaw County. The centralization of housing location services has been hailed as a best practice model in homeless services, championed by the U.S. Department of Urban Development (HUD) and the National Alliance to End Homelessness (NAEH), and implemented by various communities nationwide. Housing location has become an increasingly important aspect of every community's homeless response system, with:

- The decrease in resources for traditional public housing and other affordable housing development;
- The increase in rental subsidy programs and resources that rely on existing private market rental units to house recipients; and,
- The national push to implement best practices in homeless system strategies, that reduce emergency shelter stays and re-house homeless households as quickly as possible.

II. PURPOSE

Rapid Re-Housing (RRH), Permanent Supportive Housing (PSH), and Housing Choice Vouchers (HCVs) are housing programs targeted to homeless households that require tenants to rent units in the private market, with landlords and property management companies. The purpose of this position is to engage landlords as effective partners to preserve and expand quality permanent housing options for people experiencing homelessness, and work with existing homeless service agencies to create a comprehensive landlord engagement and partnership strategy.

III. RESPONSIBILITIES

- A. Lead landlord recruitment efforts, building a reliable pipeline of housing options through sustainable, mutually beneficial relationships;
- B. Work with the Washtenaw Housing Alliance's Housing Coordinators Network to support effective landlord engagement strategies and to update and maintain a housing inventory database;
- C. Develop mutually beneficial agreements with landlords that support securing a reliable and sufficient volume of rental units below Fair Market Rents (FMR), prevent loss of housing for tenants, and minimize risks to units for landlords, using multiple and creative strategies, e.g
 - a. Master-lease agreements

- b. Inclusion of utilities in contracts
 - c. Effective use of risk mitigation agreements and funds
 - d. Flexible screening criteria for people experiencing homelessness and that have barriers that prevent the household from securing housing using common screening criteria
- D. Develop and maintain working relationships with property management companies, government officials, realtors, developers, builders, nonprofits, landlords, professional associations, and other interested stakeholders;
 - E. Conduct educational workshops to support property owners and other community stakeholders on a variety of topics, including on a variety of programs benefits and opportunities to increase awareness of programs that provide affordable permanent and/or supportive housing;
 - F. Work to develop a landlord champion for ending homelessness in the community;
 - G. Serve as a resource for landlords and other community stakeholders concerning many aspects of landlord and tenant relations, including familiarity with landlord/tenant rights;
 - H. Work on maintaining positive experiences for landlords willing to work with homeless service providers by troubleshooting issues as they arise;
 - I. Be responsible for creating print and social media material that can be used by all Washtenaw County agencies that currently provide housing location services; and,
 - J. Perform other duties as required by the position.

This position requires travel in one's own car and will have occasional night or weekend commitments.

IV. QUALIFICATIONS

The ideal candidate will have:

- A. At least 3 years broad-based experience in relationship development, community development, housing programs, property management, real estate, real estate development;
- B. Bachelor's degree with a major in business, communications, public administration, business management or other related field (Master's preferred);
- C. Excellent verbal and written communication skills;
- D. Effective public speaker and able to deliver presentations regarding various programs to community groups and other interested parties;
- E. Strong personal commitment to prevent and end homelessness;
- F. Knowledge of and adherence to "Housing First" principles and strategies;
- G. Familiarity with government housing programs on federal, state, and local levels. Specifically, HUD, HOME, CoC, ESG, and other Homeless Assistance Programs;
- H. Knowledge of the rental market and the needs and interests of landlords and property management firms;
- I. Ability to work independently, with initiative and resourcefulness;
- J. Ability to work collaboratively with diverse stakeholder groups;
- K. Demonstrated capacity to exercise discretion and sound judgment in general matters and in handling confidential information.

V. COMPENSATION AND BENEFITS

- Compensation will be competitive, based on experience and qualifications.
Salary [including benefits]: \$30,000-\$35,000/ a year (for 20-25 hours)

ABOUT THE WASHTENAW HOUSING ALLIANCE

The Washtenaw Housing Alliance is a unique coalition of over 30 non-profit and government entities that are committed to ending homelessness in our community. The WHA facilitates, encourages, and monitors this work by providing training and technical assistance to providers to support innovation and best practices, advocating for the needs of people experiencing homelessness or at-risk of homelessness, and supporting the development of more permanently affordable housing.

Please submit your cover letter and resume to Heather Nash at nashh@washtenaw.org
The deadline for applications is September 21, 2018.