



Title: **Housing Specialist**
FLSA Status: **Full-time, Non-Exempt**

Reports to: **Director of Accounting**
EEO Code: **2**

EMPLOYMENT OPPORTUNITY

Overview:

St Vincent de Paul is one of the longest serving social charities in Louisville. We are located in the up-and-coming Shelby Park neighborhood. Through our homeless shelters, supportive housing programs, professional case management services, and retail thrift stores, we provide compassion and hope for people struggling to overcome barriers to self-sufficiency.

Position Summary:

The **Housing Specialist** supports the Agency's mission by the administration and management of leases and rents for *Homes, LLLP*, Simon Hall and DePaul Apts and assists with scattered site housing projects for collaborative grants. This position also assists the Accounting Department with basic accounting duties periodically.

Essential Duties and Responsibilities:

- Ensure that Leases, RAPs, walk-through inspections, and other relevant rental paperwork are HUD compliant and ready to be acted on.
- Create late letters, notices and non-compliance letters for leasing.
- Communicate with case managers and property owners when necessary for completing paperwork for clients.
- Collect and track participants' rents, notify case managers of delinquencies.
- Conduct periodic surveys to determine tenant satisfaction with properties
- Maintain updated list of appropriate rental properties and vacant apartments.
- Send paperwork for annual re-certifications 120 days in advance, notify case managers and clients when due the paperwork is due.
- Conduct leasing appointments with case management and clients in order to ensure proper communication of leasing documentation.
- Partner/Inform case management when tenants are being non-compliant (48 hr. notice for correctable non-compliant offenses)
- Maintain excellent Customer service for quality assurance for all tenants.
- Maintain maintenance work order system with Housing & Maintenance Staff
- Attend Maintenance Meetings to improve communications and create solutions to facility issues.
- Maintain KHC's TCDS system for Homes LLLP housing units
- Periodically assist the Accounting Dept with basic tasks
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- HUD knowledge
- Low-income Tax Credit knowledge
- Affordable Housing knowledge
- Tenant's Rights knowledge
- Ability to relate to a diverse audience
- Excellent organizational, written, and oral skills
- Excellent computer skills; Microsoft proficient
- Self-motivated and detail-oriented



Education, Qualifications, Certifications, Trainings, Licenses:

- Associate's degree in Human Services or a related field
- A combination of education, training and experience that results in a demonstrated proficiency to perform the work may be substituted
- 1-3 years of experience in Leasing, Affordable Housing, Rental property, etc.
- Occupancy Specialist Certification a plus
- Non-Profit Administrative and Accounting experience a plus
- Successfully pass any required pre-employment background and drug screening
- Commitment to the mission and goals of St Vincent de Paul
- Valid Driver's License

Reporting to this position: None

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

St Vincent de Paul will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background check.

To apply, interested applicants may apply online via www.louisvilleworks.com - or - in person - or - by mailing or emailing a cover letter and resume to:

St Vincent de Paul
HR Director
1015-C South Preston St
Louisville, KY 40203
Email: dflanigan@svdplou.org

Cover letters are appreciated.

St Vincent de Paul is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)