



We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Housing Specialist (One (1) Year Grant Position)**

Reports to: **Assoc. Director of Permanent Housing**

FLSA Status: **Temporary/Full-time, Non-Exempt**

EEO Code: **2**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those most in need with compassion and dignity.

Position Summary:

The **Housing Specialist** is responsible for the housing intake, leasing and re-certification of leases and rents for housing units for on-campus housing programs at St. Vincent de Paul Louisville. Housing Programs include Transitional Housing, Low Income Tax Credit Housing, HUD Permanent Supportive Housing and Section 8 202 D programs; total of 78 units. **This is a temporary grant position for one (1) year.**

Essential Duties and Responsibilities:

- Assess housing barriers of individuals and families experiencing homelessness to determine housing and service needs.
- Provide mediation and advocacy with landlords on the client's behalf to develop a workable plan to obtain and or maintain housing.
- Assist participants in locating and securing housing of their choice.
- Create and maintain consistent communication channels, both verbal and written, between several parties (i.e. tenant, landlord, case managers, collaborating agencies, debtors and creditors).
- Serve as an ongoing liaison between property managers and participants as well as between participants and neighbors.
- Identify participant strengths and barriers to stability and assist participants to reducing barriers and linking to resources and services.
- Apply knowledge of residential lease contracts to educate clients of their rights and responsibilities.
- Maintain accurate daily logs records, monthly outcome reports, and files for each client.
- Transport clients as deemed necessary. Transportation requirements should be limited to housing.
- Collect and report program data, including but not limited to YARDI reporting and funders' required data.
- Ensure that leases, rental assistance programs, walk-through inspections, and other relevant rental paperwork are HUD compliant and ready to be processed
- Forward correspondences regarding balances and lease violations timely
- Collect, track, and notify participants', case managers, and landlords of any delinquent rents or deposits
- Maintain a waitlist for Section 8 202D property
- Conduct leasing appointments with case management and clients in order to ensure proper communication of leasing documentation
- Maintain excellent customer service for quality assurance for residents
- Maintain maintenance work orders for properties in housing software and with Maintenance Staff
- Attend coordination meetings to improve communications and create solutions to Housing issues
- Maintain Kentucky Housing Corporation's Tenant Data Certification System for tax credit housing units
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- 1-3 years of experience in leasing, affordable housing, rental property management, or HUD Housing Programs
- Occupancy Specialist Certification preferred
- Knowledge of HUD and/or Tax Credit Housing preferred
- Housing Quality Standards Certification preferred
- Knowledge of basic accounting a plus
- Comfortable working with diverse populations
- Knowledge of Housing First philosophy and strategies
- Excellent computer skills in Word, Access, and Excel
- Highly self-motivated, detail-oriented
- Organized with excellent written and oral skills

Education, Qualifications, Certifications, Training, Licenses:

- Associates degree or equivalent in combined education and experience
- Successfully pass required pre-employment background and related screenings
- Commitment to the Mission, Vision and Values of St Vincent de Paul
- Valid driver's license

Reporting to this position: None

Physical Demands/Effort/Work Environment:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.***

While performing the duties of this job, the employee is regularly required to operate a motor vehicle, talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms. Must be able to climb stairs. The employee may lift and/or move up to 5-10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Job may be performed in areas/neighborhoods that could be considered threatening. Work may occasionally be performed at night, on weekends and in inclement weather.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the "at-will" doctrine adhered to by St Vincent de Paul.

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.

SVDP 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:

Online: <https://www.svdplou.org/jobs/>

Email cover letter and resume to: hr@svdplou.org (In Subject line put: Housing Specialist)

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.