

LA FAMILY HOUSING

POSITION DESCRIPTION

POSITION TITLE: Housing Locator	FLSA STATUS: Non-Exempt
DIVISION: Programs- Housing Navigation	WORK SCHEDULE: Full-Time
LOCATION: North Hollywood, CA	SALARY: \$32,360 - \$45,036

SUMMARY OF THE ORGANIZATION

LA Family Housing is a leader in homeless services and affordable housing development in Los Angeles. We believe that everyone deserves the dignity of a home and are invested in innovative solutions to ensure their long-term stability. With 35 years of experience, we know what works to end homelessness in people's lives: an individualized approach that combines housing options with supportive services. Our commitment to best practices impacts more than 7,300 people each year, and our community-based approach allows us to influence how homelessness is addressed in Los Angeles and nationwide. Our growing portfolio of 26+ properties enables vulnerable groups access to permanent homes and our expanding services helps them overcome barriers achieving well-being.

We take tremendous pride in the emergence of our staff as national leaders in innovation, best practices, and policy within housing production and homeless services. From presenting at national conferences to facilitating service collaboration among providers in other regions, we equip our industry to effectively respond to homelessness and ultimately, move more people home, together. Join the fight to end homelessness and make a difference in people's lives at LA Family Housing!

SUMMARY OF RESPONSIBILITIES

The Housing Locator is responsible for developing relationships with community housing partners (e.g. property owners, property managers, management companies) to secure leads and housing opportunities for participants enrolled in the Program. Requires a strong commitment to identifying housing partners willing to work with people experiencing homelessness. The housing locator will create and maintain a database of housing leads to be used by housing coordinators and participants to find potential housing. This position requires extensive fieldwork, the ability to work independently and on a team, and a commitment to seeking creative housing solutions by developing a comprehensive plan to strategically outreach new housing opportunities. Willingness and ability to drive throughout LA County.

SPECIFIC DUTIES

- Actively identify and develop relationships with property managers, property owners, and property management companies to educate them on the program and engage them as partners with the intent to secure housing leads for program participants

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- Develop and maintain a database of affordable housing resources for reference in locating appropriate housing and routinely connect with housing partners to inquire about available vacancies
- Provide listings from housing authority, internet (e.g. Craigslist), and internal database of landlords/management firms/owners
- Creatively strategize and identify new housing opportunities beyond the traditional one bedroom apartment, including shared housing opportunities, rooms for rent, and other available living situations in alignment with program goals
- Acquire new permanent housing opportunities within the community for people experiencing homelessness
- Regular collaboration with program team members to assess program participants' housing needs and to determine the best housing match available
- Connect participants to potential landlords through direct contact or through the housing coordinator. Support client through lease-up process, as needed
- Maintain a database of housing leads and outcome data for reporting purposes; provide information on affordable housing resources for inclusion in the housing resource-listing database
- Outreach community organizations (e.g. Neighborhood Councils, Faith Based Organizations, Apartment Owners Association) to engage and educate new community and housing partners. Organize outreach events to inform and recruit the partnership of new permanent housing providers
- Follow up with property owners after housing placement and liaison between program client and housing partner, as needed
- Maintain landlord relationships
- Attend agency and community meetings as directed by supervisor
- Build a database of videos and photos our housing units
- Additional tasks, projects, and responsibilities as assigned by supervisor

ACCOUNTABILITY AND REVIEW

Position reports to: Director of Housing Location & Policy

Performance review: Annual

DIRECT REPORTS

Number of employees receiving work direction: Zero (0)

Position titles reporting to position: N/A

MINIMUM QUALIFICATIONS

KNOWLEDGE AND SKILLS

- Passion for ending Homelessness

Revised 8/2018

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The above statements are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.

• Dignity

• Perseverance

• Collaboration

• Leadership

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- Employs a “Whatever it Takes” approach in service delivery
- Demonstrated knowledge of housing search skills including housing location, filling out housing applications, and the lease-up process
- Ability to teach housing search skills to participant in individual or group setting
- Knowledge of Housing First Best Practices and tenant/landlord law and tenant/landlord relations
- Strong preference for technical abilities related to photography and database skills
- Sales background preferred as it relates to maintaining landlord relationships
- Creative problem-solving skills
- Must be able to perform extensive charting, electronic data entry and documentation
- Strong advocacy skills
- Excellent written and verbal communication skills
- Ability to work in a team and independently
- Fluency in Spanish highly preferable
- Must have valid CA driver’s license
- Maintain and execute confidential information according to HIPAA standards
- Obtain and maintain CPR/First Aid Certification
- Ability to pass post offer Tuberculosis (TB) clearances
- Travel is a regular duty for this position and is required 60% of the time
- Must have and maintain a valid California Driver’s License and insurance in good standing
- Ability to work a 9/80 work schedule

EDUCATION AND EXPERIENCE

- BA preferably in social services or an AA degree and work experience

EMPLOYMENT CLASSIFICATION:

FLSA STATUS: Non-Exempt

PAYROLL STATUS: Hourly

WORK SCHEDULE: Full-time

PHYSICAL DEMANDS, ENVIRONMENTAL CONDITIONS, EQUIPMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves. The employee may experience a number of unpleasant sensory demands associated with the client’s use of alcohol and drugs, and the lack of personal care. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations Employee is required to:

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Walk and climb stairs; Handle, finger, grasp and feel objects and equipment; Reach with hands and arms; Communicate, receive and exchange ideas, information by means of the spoken and written word; Be mobile by moving oneself from place to place quickly and easily; Repeat various motions with the wrists, hands and fingers; Be able to have visual activity for (including, but not limited to) administrative and clerical tasks; Drive personal vehicle in and around Los Angeles County and periodically transport clients; Be able to enter various buildings that may require climbing stairs. Be subjected to outside environmental conditions. Use a personal and/or laptop computer, copy, postage and fax machines. Complete all required forms in personal writing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If you require an accommodation, please make sure to inform the Human Resources Department by the first week of employment. If an accommodation is not required at the time of employment, but is later required, you must inform the Human Resources Department of the need for accommodation at the time it is needed.

BENEFITS

Health, Dental, Vision, Life, Voluntary Life, 403B Retirement Plan, 529 Education Savings Plan, Long Term Disability, Employee Assistance Program, AFLAC Policies, AFLAC FSAs, Legal Policy, Employee Appreciation Program, Company Sponsored Employee Outings, 9/80 Alternative Work Schedule, Paid Sick, Vacation and 12 Observed Holidays.

EQUAL EMPLOYMENT OPPORTUNITY

LAFH is committed to providing equal employment opportunities for applicants and employees.

FAIR CHANCE INITIATIVE

LAFH is in compliance with the Fair Chance Initiative for hiring and will consider qualified applicants with criminal histories.

HOW TO APPLY

Email your resume and cover letter to HR@lafh.org