

Yamhill Community Action Partnership

Job Description

POSITION TITLE: Housing Specialist
RESPONSIBLE TO: Adult and Youth Program Director

RESPONSIBLE FOR:

The Housing Specialist is a regular, full-time, non-exempt position that assists YCAP with housing search and placement for rental assistance clients. Additionally, the Housing Specialists fosters ongoing relationships with current landlords and conducts outreach and engagement with new landlords and property managers.

ESSENTIAL DUTIES:

1. Build consistent relationships with landlords and property managers throughout Yamhill County through a variety of mediums.
2. Provide mediation and advocacy with landlords on the client's behalf to develop a workable plan to obtain and or maintain housing.
3. Assist participants in locating and securing housing of their choice.
4. Create and maintain consistent communication channels, both verbal and written, between several parties (i.e. tenant, landlord, referral source, collaborating agencies, debtors and creditors).
5. Serve as an ongoing liaison between property managers and participants as well as between participants and neighbors in collaboration with case managers.
6. Research new housing options on an ongoing basis and maintain a current database of available units.
7. Provide direct service to landlords calling YCAP's Landlord Helpline
8. Plan and implement quarterly landlord engagement events.
9. Manage a weekly walk-in day, providing one-time case management services.
10. Other duties and special projects as assigned

KNOWLEDGE, SKILLS, & ABILITIES

- Minimum of a two years degree in Human related services and two years related experience.
- Experience with communications and community relations a plus.
- Knowledge of computers, software programs and databases
- Skill in verbal and written communications
- Skill in problem solving and team work
- Ability to maintain confidentiality of client and organizational information
- Ability to work independently on multiple projects in a timely fashion
- Ability to work with diverse people, organizations and situations
- Ability to work with a flexible schedule
- Ability to meet insurance requirements on driving record and pass background and drug screen

PHYSICAL DEMANDS

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee will be required to sit, stand, or walk extended periods of time and will occasionally lift up to 25 pounds.