

VETERANS LEADERSHIP PROGRAM

of WESTERN PENNSYLVANIA

(FOUNDED BY VIETNAM VETERANS)

Title: Housing Locator, Supportive Services for Veteran Families

Position: Full-time

Supervisor: SSVF Program Manager

Status: Exempt

Summary: The SSVF Housing Locator will assist eligible clients in locating safe and sustainable housing in Southwestern Pennsylvania. Housing Locator will network with landlords, managers and owners of housing units and maintain a list of partnering landlords and available units.

Duties and Responsibilities: The job descriptions and duties are not be construed as a complete statement of all duties performed. Employee will be required to perform other job-related duties as required.

- Assist eligible veterans and households in locating safe, reasonable and sustainable housing
- Conduct rent reasonable comparison on available units
- Monitor owner/tenant compliance with standards housing laws and communicate responsibilities when necessary
- Develop and maintain a housing directory and listing of landlord partnerships and available units throughout counties in Southwestern Pennsylvania
- Communicate available housing to case managers
- Ensure rental unit is reasonable for client's household income
- Attend community landlord meetings, housing initiatives and represent agency at community functions
- Present VLP housing programs and importance of landlord relations, public speaking will be necessary
- Develop necessary trainings on tenant/landlord rights and responsibilities
- Make appropriate referral to housing agencies and departments (Section 8/HUDVASH)
- Assist with housing inspections when necessary
- Maintain clear communication with case manager, client, and landlord
- Investigate landlord/tenant complaints and concerns
- Responsible for completing necessary documentation for SSVF file
- Network and collaborate with other veteran and housing organizations
- Demonstrate commitment to serve all people with respect and fairness

Qualification Requirements: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements below are representative of the knowledge, skills, and abilities necessary.

- Veterans with honorable discharge preferred
- B.A. degree in social work, business, sociology or related field.
- Experience in real estate, housing programs, or related supportive services
- Knowledge of housing laws including landlord/tenant rights
- Good oral and writing skills
- Computer skills using current software
- Previous experience working in human services, real estate, particularly with homeless individuals of diverse backgrounds and disabilities including physical, mental, substance abuse, etc.
- Outstanding organizational, verbal and written communication skills.
- Ability to perform daily duties to achieve expected outcomes and performance measures with minimal supervision
- Ability to travel to various sites daily
- Display professional appearance in accordance with agency policy
- Ability to handle difficult situations in a discreet manner

Conditions of Employment

- Criminal history, and Act 33 and Act 34 clearances
- Position requires a valid PA driver's license and good driving record
- Candidates for this position must pass Safe Crisis Management Training theory, upon hire and then annually as a condition of employment

Working Conditions and Physical Effort

- Working hours are mostly spent out of the office doing site visits, meetings, etc.
- Expected to be at weekly staff meetings and client meetings in office
- No or very limited physical effort required
- No or very limited exposure to physical risk

Disclaimer

May be required to perform other related duties as assigned.

Generous benefits package including health, dental and life insurance and 403(b) retirement plan with employer contribution.

To apply, please send your resume, cover letter and salary requirements to
employment@vlpwpa.org

Veterans Leadership Program of Western Pennsylvania, Inc. is an equal opportunity employer

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2417 EAST CARSON STREET · PITTSBURGH, PA 15203 · PHONE 412.481.8200 · FAX 412.481.8202