

HOPE
Atlanta
**Job
Description**

Title: Supportive Services for Veteran Families (SSVF) Lead Housing Specialist

I. Job Purpose/Description:

Locate and secure rental properties in Athens/Clark, Barrow, Bartow, Butts, Carroll, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Floyd, Forsyth, Fulton, Gwinnett, Hall, Henry, Jackson, Newton, Oconee, Paulding, Rockdale, Spaulding and Walton Counties and the City of Atlanta for homeless veterans with regards to affordable, safe and sanitary housing. The SSVF Housing Specialist will network with owners and managers of housing units and maintain a list of landlords that can be readily available to assist the veterans.

II. Reports To: Director of Veteran Services

III. Job Responsibilities:

- Assists eligible veterans in locating and renting suitable housing, computing and preparing financing arrangements and monitoring owner/tenant compliance with standards.
- Negotiate with landlords/real estate agents to obtain vacant apartments.
- Meet with SSVF staff to discuss housing opportunity and resident selection.
- Introduce consumers to available apartments for selection.
- Document the housing selection progress for all units identified.
- Maintain required veteran and administrative record and statistical data as required.
- Assist in assuring that all housing quality standards are met.
- Develop and maintain (update) a database of available housing stock for veterans.
- Make appropriate referrals for assistance when veteran's needs cannot be met.
- Develop relationships with area landlords and real estate agents to assist in future expansion.
- Report fiscal information on required vouchers and give copies to SSVF Case Managers for fiscal tracking in case.
- Conduct Move-In Apartment Inspections based on Habitability Standards
- Determine Rent Reasonableness for all properties
- Provide all lessees with building Management information/contact numbers and appropriate local utility information.
- Responsible for collecting all necessary documentation for veteran files.
- Documentation of all client related work by timely entry of case and service notes
- Respond to issues raised by landlords and tenants.
- Train all new housing specialists/provide additional trainings when needed
- Performs related work as directed by senior staff.

IV. Qualifications/Requirements

- Bachelor's degree preferred
- Two or more years of experience in the field of property management or previous experience as a housing specialist
- Knowledgeable of rental housing and low-income HUD housing regulations
- Must have a vehicle in good condition
- Valid GA Driver's License with a good driving record.
- Excellent communication and networking skills
- Knowledge of veterans' homeless issues, mental illness, addiction, and PTSD.
- Travel: 60% (must be able to travel around Atlanta to visit clients and review housing residences)