



COORDINATED ACCESS NETWORK HOUSING QUALITY INSPECTOR

Journey Home is a non-profit organization that leads the effort to end homelessness in the Capital region of Connecticut. Founded in 2007, we are proud to serve as the lead agency within the Greater Hartford and Central Coordinated Access Network. We are in need of a full-time CAN Housing Quality Specialist. Reporting to the Interim Director of Housing, the CAN Housing Quality Inspector will work in partnership with CAN Housing Search Specialists and Housing Case Managers to ensure program participants obtain quality housing that is safe, sanitary and in line with each municipality's zoning regulations.

SUMMARY OF DUTIES/RESPONSIBILITIES:

- Accept referrals from Housing Search Specialists and other CAN Providers for units that are ready for inspection.
- Reach out to landlords/property owners to schedule timely inspections of the units.
- Conduct, in-person, thorough Housing Quality Inspections for units prior to lease up
- Conduct Lead Visual Inspections for relevant households.
- Assist landlords with understanding inspection failures or with identifying creative ways to fix issues when resources are a barrier.
- Persistently follow up with landlords whose units failed inspection or where inspections have been delayed to ensure timely lease ups.
- Obtain landlord related paperwork necessary for the household to receive rental assistance
- Provide during or after tenancy inspections for landlords seeking damage payments.
- Maintain constant communication with Housing Search Specialists about the inspection process to ensure transparency, accountability and a smooth lease up.
- Research zoning regulations in the CAN geographic region (35 towns) related to shared housing opportunities and lease requirements.
- Identify potential changes to zoning regulations that could reduce barriers to shared housing for our program participants.
- Ensure units are compliant with funder guidelines and zoning regulations.
- Refer landlords to the Journey Home Housing Locator who may be interested in the landlord reduction fund or other incentive programs available to ensure landlord retention.

KNOWLEDGE, ABILITIES, QUALIFICATIONS:

- Demonstrated experience providing housing inspections for quality or code violations.
- Knowledge of and experience working within the homeless services, behavioral health, or with marginalized populations preferred.
- Strong communication skills, and personable demeanor.
- Ability to establish and maintain high quality relationships with a variety of stakeholders
- Keen attention to detail.
- Ability to have a flexible schedule to accommodate the needs of landlords, focus on customer satisfaction.
- Strong computer skills include Microsoft Office and data entry.
- Must have a car and clean driving record in the last three years.

Journey Home is an Equal Opportunity Employer

Journey Home provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Compensation & Benefits:

This is a full-time, non-exempt position.

Pay: \$20.00 - \$24.00 per hour

Salary based on experience and qualifications, not salary history

Benefits: Medical, Vision, Dental and Short-Term disability.

Journey Home offers generous paid time off packages as part of our philosophy to ensure our employees' overall well-being.

To Apply:

Send a cover letter, résumé with salary requirements and three references we may contact.

By mail:

Journey Home, Inc.
255 Main St. 2nd Floor
Hartford, CT 06106

By email: Tamika.riley@journeyhomect.org
Subject: Housing Quality Specialist