



HOUSING LOCATOR

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 Housing Locator who will work to identify, recruit and maintain relationships with property owners, property management companies and realtors in the Greater Hartford region who will lease to displaced/homeless households including those eligible for subsidized housing programs. This person will serve as a liaison between the Greater Hartford Coordinated Access Network (GH CAN) Rapid Rehousing providers and shelter case managers and property owners who have available units. They will be responsible for overseeing and maintaining an online, centralized list of property owner information as well as available units. The Housing Locator will assist survivors of domestic violence, sexual violence, and human trafficking in attaining housing rapidly and maintaining safe and stable housing long term. The Housing Locator will be responsible for ensuring compliance of the identified units with subsidy requirements, including the conducting of Housing Quality Standard inspections. The Housing Locator will provide ongoing education and mediation to property owners regarding the challenges and benefits of providing opportunities to this population of tenants.

SUMMARY OF DUTIES/RESPONSIBILITIES:

- Continuous recruitment of new landlords to the Landlord Listing
- Cultivate relationships with property owners, property managers and realty companies in the region by meeting with them one on one and educating them about the population we serve and the benefits to leasing to this population. Develop a marketing plan to include promotional materials, leave-behinds and other written materials for landlords
- Develop a listing of available units of varying sizes, structures, and locations for GH CAN Rapid Rehousing and HOME Tenant Based Rental Assistance clients.
- Attend trainings, team meetings, and case conferencing as required by CCADV
- Maintain strict confidentiality concerning any program participant's personal information.
- Engage in constant communication with CAN providers to identify housing search needs and barriers.
- Ensure all units meet Housing Quality Standards prior to clients signing a lease. Provide technical assistance to Landlords, assisting them to meet these standards as requested.

KNOWLEDGE, ABILITIES, QUALIFICATIONS:

- Bachelor's Degree preferred
- Demonstrated experience providing housing inspections for quality or code violations.
- Two years of experience as a landlord, realtor, leasing agent or property manager preferred
- Understanding and commitment to Housing First principles and strengths-based services preferred
- Familiarity with those experiencing homelessness or living with behavioral health issues preferred
- Demonstrable marketing skills

- Excellent communication skills, including written correspondence and phone personality
- Willingness to work flexible evening and weekend hours as requested
- Ability to work independently, adjusting to changing priorities
- Ability to work with groups and balance multiple points of view

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, exempt position.

Pay: \$43,000-\$64,0000 per year

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