



Support and
Shelter for
Overcoming
Homelessness

Job title	Housing Stability Specialist - Property Management		
Reports to	Housing Administrative Supervisor	Position Status	Full Time
Salary Range	\$16.10/Hour	Assignment	Benefited
EEO Class	Administrative Support Workers	FLSA Status	Non-Exempt
Shift	Day		

Job Summary

The Housing Stability Specialist – Property Management will work to maintain and manage the responsibilities of The Road Home’s properties and rental agreements throughout the community. The Housing Stability Specialist is responsible for conducting frequent inspections of all current units, engaging with property managers and maintaining current landlord relationships, completing rental agreements and leasing paperwork, and navigating the rules and regulations of 14+ private and government funded grants. The Housing Stability Specialist position requires being well versed in property management to be equipped to issue and explain leases, review renewals of rental agreements, and identify specific property maintenance issues. This position requires an ability to communicate with guests who are unfamiliar with rent processes, lease agreements and property management concerns. The Housing Stability Specialist will act as a mediator for all property and guest issues between landlords and guests. This requires the ability to deescalate, empower and advocate for this population. This position requires flexibility in both personality and schedule which will entail working some late shifts in order to engage a highly vulnerable population. This passionate self-starter will work for an agency that is both the state’s largest nonprofit housing provider and the state’s largest homeless shelter where assistance is given to individuals and families experiencing homelessness.

Duties and Responsibilities

- Complete all lease agreements and needed inspections for long term housing programs
- Cultivate landlord relationships within the community
- Engage frequently with landlords regarding property management and lease agreement concerns
- Mitigate landlord and tenant issues
- Notify landlords of upcoming required documentation to keep all lease agreements up to date
- Communicate with guests, landlords and community partners on a regular basis regarding guest stability and unit safety
- Partner with all needed team members to explore housing solutions

- Collaborate with program supervisor in ensuring program fidelity, documentation accuracy and intra-agency collaborations
- Attend weekly community and collaboration meetings
- Other duties as assigned

Education and Experience

- Preference for applicants with a Bachelors degree from an accredited college or university or equivalent
- High School Diploma Required
- Experience working with diverse populations

Skills and Requirements

- Strong interpersonal skills and ability to work with diverse populations
- Excellent writing and documentation skills
- Willing to be a proactive member of a team
- Ability to work from a Trauma Informed Care framework
- Familiarity with the Housing First philosophy
- Strong belief in the housing first model
- Ability to work with community partners
- Self-starter and self-directed
- Ability to accept direction from Supervisor
- Excellent organizational skills and strong computer skills
- Must pass a pre-employment background check and drug screen
- Must adhere and believe in the mission and vision of The Road Home

Physical and Equipment Requirements

Ability to lift 25 pounds

Ability to stand and walk for at least an hour at a time

Instructions to Apply

To apply, please email resumes@theroadhome.org. Please include the job title, *Housing Stability Specialist- Property Management*, in the subject line.

The Road Home is an Equal Opportunity Employer