



POSITION ANNOUNCEMENT

<i>Date of Notice:</i>	February 27, 2020	<i>Closing Date:</i>	When filled
<i>Name of Position:</i>	Housing Specialist Supported Housing	<i>Status:</i>	Full-Time/Non-Exempt
<i>Respond to:</i>	Human Resources 4200 N. Holton Street, Suite 400 Milwaukee, WI 53212	<i>Email Address:</i>	hr@pathfindersmke.org

Job Purpose and Reporting Structure:

Under the direction of the Pathfinders Director of Supported Housing, the Pathfinders Housing Specialist serves as the agency's main point of contact for all landlord and property management partners, fostering existing relationships and growing a strong and supportive landlord base. The Housing Specialist also assists Supported Housing Department staff and program participants with apartment searching, leasing, and managing payments, in addition to coordinating moves as youth transition in and out of apartments.

Essential Duties and Responsibilities:

- Serve as an ongoing liaison between landlords, property managers, and Pathfinders Supported Housing program staff, ensuring effective communication and strong collaboration between all parties.
- Foster existing landlord and property management relationships while developing new ones, promoting *Housing First* practices whenever opportunities present themselves.
- Work with the Pathfinders Development team to highlight the supportive work of current housing-related partners via social media and mailed agency publications.
- Seek out new apartments for youth program participants that align with the youths' goals and preferences, and schedule showings (in conjunction with case management staff) whenever appropriate to do so.
- Conduct unit inspections when necessary to ensure youth are housed in apartments that meet appropriate safety and habitability standards.
- Provide ongoing support to landlords, property managers, and Supported Housing program staff with regard to leasing and rent-related payments.
- Complete all required documentation in an organized and timely manner, and maintain contact notes for all landlord and/or property management interactions.
- Attend community-based landlord engagement and support events as opportunities present themselves.
- Participate in all program and agency meetings, trainings, and development opportunities.
- Complete other duties as assigned.

Supervisory Responsibilities:

- None

Requirements:

- Requires education generally equivalent to a Bachelor's degree in the human services field or a related field. Requires knowledge and belief in *Housing First* philosophy and strategies.
- Previous experience working with landlords or property managers in a professional capacity is preferred.
- Must have excellent communication and interpersonal skills, and be able to maintain privileged client information.
- Proficient in *Microsoft Word*, *Excel*, and *Outlook* computer programs is required.
- Must be willing to work a flexible schedule of morning, afternoon, and evening hours as program operation dictates.
- Must be able to work both independently and as part of a team within the parameters of the program, and to work in a changing environment where there is frequent exposure to stressful/crisis situations.
- Must have a valid WI driver's license, proof of auto insurance, and a reliable vehicle.

Additional information:

Starting salary range \$30,000-\$35,000. Excellent benefits package includes health/dental, short- and long-term disability insurance, life insurance, and generous paid time off plan. Opportunity to join a caring and committed team of professionals.

Response:

Send letter of interest, current resume, and salary expectations via email to hr@pathfindersmke.org. Organizational information can be found at www.pathfindersmke.org. **No phone calls will be accepted.**

An Equal Opportunity Employer - *Pathfinders is committed to a diversified workforce. Persons of color, women, the disabled, and those with diverse cultural backgrounds are strongly encouraged to apply.*