

HOUSING COORDINATOR POSITION DESCRIPTION

Organization: Interfaith Hospitality Network of Greater Cincinnati
Position: Housing Coordinator (Full-Time)

Required Qualifications:

- 4-year degree and/or experience working in social services.
- Good working knowledge of the greater Cincinnati area.
- Experience working with real estate sales or property management preferred.

The ideal candidate will embody:

- Excellent written and verbal communication skills.
- Ability to be highly detail-oriented.
- Ability to develop effective working relationships with landlords and community partners.
- Experience working with HUD or HUD-funded programs.
- Ability to comply with complex government data tracking and reporting.
- Excellent computer skills (required proficiencies in Microsoft Outlook & Word).
- Commitment to serving those in need.
- Ability to problem-solve independently.
- High degree of initiative.
- Genuine team player.
- Ability to maintain sense of humor in a high pressure environment.
- Ability to work with a culturally diverse staff and client base.
- Ability to be highly organized and to achieve tasks quickly and efficiently.
- Experience working with homeless populations preferred.

Summary:

The Housing Coordinator assists families who are homeless in obtaining housing quickly. This position works closely with case managers, clients, landlords and community partners to achieve efficiency in housing clients long-term. Includes developing an action plan with clients, managing lease options & negotiations, conducting inspections of units, and ensuring rent is reasonable and affordable. Also includes creating strong working relationships with landlords and community partners with the purpose of advocating for client fair housing rights.

Accountability:

Accountable to the Compliance Team Lead.

Responsibilities:

- Assist clients in locating appropriate and affordable housing.
- Practice effective and open communication with case managers around client housing needs.
- Market housing program to landlords, develop marketing materials for recruitment of landlords, and build positive relationships with them.
- Be point of contact for landlords working with IHNGC.
- Negotiate with landlords on behalf of clients to ensure fair housing.
- Ensure compliance with fair housing laws.
- Advocate for clients in unsafe or neglected properties.
- Maintain good working knowledge of available housing in the community.
- Initiate and maintain communication with case managers in supporting client's success in sustaining housing.
- Work in partnership with pet program coordinator to house families with pets.
- Serve as a liaison with landlords and utility companies to achieve stable housing for clients.
- Partner with case managers to ensure transportation to client housing appointments.
- Conduct housing quality inspections of properties and ensure all units pass rent reasonableness as defined by HUD.
- Maintain professional boundaries and model appropriate behavior.

- Enter required information in client database accurately and in a timely fashion.
- Maintain accurate case notes, client data and other records according to agency, funder, and professional standards.
- Maintain and review necessary documents for program compliance.
- Attend and participate in regular supervision meetings, team meetings, and staff meetings.
- Attend specified external meetings as an IHNGC representative.
- Rotate weekly on-call duties with other staff.
- Other duties as assigned.

Hours: 40 hours per week, Monday-Friday, 9-5, some flexibility required.

Mission: *The mission of Interfaith Hospitality Network of Greater Cincinnati is to provide homeless families emergency shelter and hospitality through interfaith communities and to work with families to find and retain stable housing.*

How to apply: Send cover letter and resume to Stacey Burge, Executive Director, at stacey@ihncincinnati.org.