

JOB TITLE: HOUSING PLACEMENT SPECIALIST

AGENCY: Housing Opportunities Made Equal is a nationally recognized civil rights agency which, since 1963, has led the struggle for fair housing in Western New York. HOME operates under government contracts to assist victims of housing discrimination, conduct educational programs, and provide mobility and housing counseling services

QUALIFICATIONS: Ideal candidate would have an Associate's or Bachelor's Degree in social work, behavioral science, or a closely related field, and demonstrable skills in case management and human services. Valid NYS driver's license and access to reliable and insured transportation required.

STARTING SALARY: \$41,600 plus a benefit package which includes health insurance, retirement, paid holidays, and paid time off.

Responsibilities

Under the supervision of the Mobility Program Manager and Associate Director, the Housing Placement Specialist will be the primary staff lead for referred rapid rehousing clients, assisting them in securing safe and affordable housing in a timely manner. They will work with post move clients from the mobility program by providing scheduled check-ins to ensure the family is able to maintain the unit in their new well-resourced communities.

Specific responsibilities of this position include:

- Coordinate with collaborating agencies to process referrals of qualified candidates.
- Execute landlord outreach to publicize both programs and create database of landlords with affordable housing units.
- Conduct individual intake interviews with clients to determine housing need
- Assist clients in locating and securing safe and affordable housing, including assisting with rental applications and escorting clients to apartment viewings.
- Complete rent reasonableness worksheet for qualified units and conduct visual inspections for HQS and lead based paint hazards.
- Negotiate rental agreements as necessary and review leases prior to execution.
- Refer clients encountering possible discrimination or landlord-tenant issues to HOME's Fair Housing Unit.
- Document all case notes into HMIS Data System and HOME Intake Database.
- Conduct surveys, develop goals, and determine needs for mobility clients.
- Other duties as assigned

Application process: Submit a cover letter and resume to HOME Inc. at 1542 Main St. Buffalo, NY 14209 or by email to mmarinucci@homeny.org.

HOME is an equal opportunity employer.