



**Abode Services**, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is offering multiple opportunities for a skilled **Housing Specialist** for **Re-entry Rapid Rehousing** and **HUD Rental Assistance SCC/TBRA**, to provide housing location services, housing stabilization, case management to homeless clients. This is a full-time, nonexempt position based in San Jose with travel throughout Santa Clara County.

#### **How Abode Appreciates You:**

- **Competitive Pay Range at \$21-\$23 per hour**
- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others
- 100% Medical, Dental, Vision benefits coverage for employees
- 19 Paid Time Off days and 9 Paid Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs
- Professional Development Trainings, Leadership Academy Programs, and Opportunities for Growth
- Employee Recognition Program, Annual staff gatherings, and holiday parties

#### **How You Make an Impact:**

- Provide housing readiness evaluations, housing placement, and progress monitoring for participants with focus on needs/goals and reducing housing barriers
- Conduct regular Housing Training classes and orientations and participate in case conferencing meetings
- Network with landlords, renter's associations, property management businesses and countywide permanent housing providers
- Develop and maintain inventory and availability status of units for potential participants
- Perform or arrange Housing Quality Inspections (HQI's) prior to move-in
- Approve leases, execute contracts with landlords, prepare and distribute subsidy payments to landlords
- Provide assistance and expertise for conflict resolution and problem solving
- Collect monthly, quarterly, and annual data reports for rent, subsidy and participant amounts, occupancy rate, participant demographic information and program eligibility and socio-economic data
- Manages requests for payment of rental subsidy from funding agencies to ensure timely rent payments
- Ensure that all regulatory agreements, contracts, and fair housing laws are met as they relate to housing

#### **How You Meet the Qualifications:**

- AA degree required. BA/BS degree preferred
- Professional experience in the human services or related field and demonstrated experience in rental housing programs for low income, special needs individual and families
- 1-3 years of experience working in housing field with strong knowledge of the Santa Clara county housing market and geography
- Knowledge of federal, state and local fair housing laws
- Excellent written/oral communication, organizational, and time management skills in maintaining accurate client files and financial spreadsheets
- Must have own car, current CA Driver's License and auto insurance for frequent travel throughout the county to meet and transport participants. Clear driving record is required

**How to Apply:** Please send your resume and cover letter to [jobs@abodeservices.org](mailto:jobs@abodeservices.org)

*Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.*

**Abode Services is an Equal Opportunity Employer/Drug Free Workplace**