



Housing Advocate

Our Mission:

- The Homeless Families Foundation educates and nurtures children while empowering families to achieve stable housing and self-sufficiency.

Position Overview:

- This position reports to the *Director of Transitional Age Youth Programs* and is responsible for landlord recruitment and retention to increase and maintain housing inventory available to Homeless Families Foundation clients.

Key Responsibilities:

- Conducts outreach in the community to recruit and retain housing inventory by working with landlords, owners, realtors, housing developers and other housing providers
- Builds a strong inventory of available housing options for clients; Maintains a working database of available properties
- Uses a strengths-based approach and focus to build relationships with clients and landlords in order to achieve optimum results
- Provides housing availability to the Case Management team in a consistent and timely manner; Ensures proper housing is available for clients of the agency
- Resolves disputes between landlords and clients regarding tenancy, including maintenance disagreements or non-compliance with lease
- Conducts Housing Quality Standard Inspections per funding guidelines and advocates for clients with regard to quality standards
- Provides intensive case management for approximately 6-8 clients at any one time, focusing on housing stability, decreasing barriers and increasing self-sufficiency
- Maintains files and stays current with all required paperwork

Qualifications:

- Extensive knowledge of the housing community and resources in and around Columbus
- Strong networking, interpersonal, and negotiation skills required
- Knowledge of the rental housing market either through property management, ownership or real estate a plus
- Working knowledge of Trauma-Informed Care and Cultural Competency
- Ability to both take direction and work independently
- Congruence with agency mission and values required
- 2+ years' experience working with families with significant barriers preferred
- Demonstrated skills, knowledge and experience in Microsoft Word and Excel
- Knowledge of federal, state, and local public policies, regulations, and guidelines relative to homelessness, affordable housing and education
- Valid Ohio driver's license, proof of automobile insurance, and ability pass a criminal background check required
- Physical ability to lift and carry file boxes and supplies of up to 25 pounds on occasion
- Ability to walk, climb, squat, kneel, and stand while evaluating properties
- Ability to drive a vehicle

Significant Work Activities:

- Willingness and ability to travel as needed
- Completes other duties as assigned
- Regular and predictable attendance is required