



**TITLE:** Housing Locator

**Pay Type:** Hourly

**FLSA:** Non-Exempt/Contract; This position is temporary and will end **March 31, 2022**

**COMPENSATION:** \$24.04 per hour or \$50,000 annual

**REPORTS TO:** VP of Programs

### **ORGANIZATION SUMMARY**

The Metro Dallas Homeless Alliance assists a continuum of programs working to end homelessness in Dallas and Collin Counties by providing community-wide technical assistance and implementation of strategic systemic changes to build an effective homeless response system.

### **POSITION SUMMARY:**

MDHA is looking for a passionate Housing Locator to join us in ending homelessness in Dallas and Collin Counties. This position will actively seek out, secure, and maintain relationships with landlords, property managers and owners to ensure successful placement of individuals and families experiencing homelessness into permanent housing.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

Under the supervision of the VP of Programs, the Housing Locator will:

- Actively seek out, obtain, and maintain relationships with landlords and property owners to ensure successful placement of households experiencing homelessness into permanent housing.
- Work closely with the Housing Navigator to identify positive solutions to ending a household's homelessness.
- Maintain a housing directory to include documentation of all contacts with housing providers.
- Collect regular feedback from landlords about their experience working with the CoC.
- Act as a liaison between landlord and consumers, as needed.
- Negotiate lease terms, utility deposits, security deposits, and move-in fees. Work with landlords to reduce or eliminate as many barriers to entry as possible.
- Deliver consistent updates on housing availability to frontline staff members.
- Provide regular feedback to management level staff of collaborating agencies regarding the Coordinated Access System and its Policies and Procedures.
- Participate in case conferences as needed.
- Participate in Coordinated Access Team meetings as needed.

**KNOWLEDGE AND SKILLS:**

- Passion for ending homelessness.
- Excellent standards of customer service and professional communication.
- Excellent proficiency in Microsoft Office, especially Excel.
- Excellent computer skills and ability to be a super user of the HMIS system.
- Bachelor's degree or three years or more with experience progressive landlord engagement, real estate, or property management, including negotiation and advocacy. Experience working with the community a plus.
- Passion for ending homelessness.
- Knowledge of housing assistance programs.
- Ability to engage and close deals with a variety of stakeholders
- Ability to work as a member of a team.
- Ability to work independently and incorporate the goals of the team
- Ability to prioritize work activities, develop realistic action plans, and demonstrate effective time management
- Strong people skills and ability to work effectively with people of varying racial, ethnic, cultural, educational, and socio-economic backgrounds.
- Familiar with Housing First and Trauma Informed Care models of service delivery.

**REQUIREMENTS:**

- Bachelor's degree or three years or more with experience in intake and documentation, human services, or information and technology environments.
- Must have reliable transportation, valid state issued driver's license and car insurance. Please note that travel is required on a limited basis.
- Excellent proficiency in Microsoft Office, especially Excel.
- Must be flexible to work at different sites as scheduled.
- Limited requirements, must be able to maintain files and lift objects that weigh up to 25 lbs.

**WORK SCHEDULE:**

MDHA considers normal hours of operation Monday – Friday from 8:00am-5:00pm. Some nights and weekend meetings might be required to meet the need of partner agencies, property owner schedules or to represent MDHA at community meetings.

**COMPENSATION:**

- The salary for this position is \$24.04 per hour.
- MDHA will provide a laptop. We will additionally provide the applicant a phone and/or hot spot if needed.

**TO APPLY**

Please send your resume and cover letter to Shavon Moore at [Shavon.moore@mdhadallas.org](mailto:Shavon.moore@mdhadallas.org).