

MAJOR RESPONSIBILITIES:

Development and delivery of all program components, goals, and objectives necessary to move homeless veterans into permanent housing and assist these veterans in achieving housing stability.

DETAILED RESPONSIBILITIES:

Develop, track and maintain relationships with property owners within the communities

Develop and facilitate seminars with property owners within the communities

Ensure all properties meet the Fair Market Rate for the individual neighborhood

Inspect all property's with HUD Housing Habitability Standards Inspection Checklist

Collaborate and coordinate with other community resources such as permanent housing providers, social service providers, employment and training programs and entitlement agencies

Accept, process, and track referrals

Deed/ Title / Tax Bill search and foreclosure search

Review/Approve application based on eligibility criteria and self-sufficiency Assessments

Review all self-sufficiency plans, budget assessment

Review, and approve all financial packages of assistance

Develop and facilitate seminars for supportive services such as personal budgets

Distribute and update tenant's rights information

Participate in weekly and monthly meetings

REQUIRED QUALIFICATIONS:

Excellent verbal and written communication skills

Strong organizational skills and meticulous attention to detail

Team Player with good listening skills

Proficient in the use of Word, Excel, and PowerPoint

Must have the ability to interact with homeless Veterans and develop a trusting relationship and have a solid understanding of the dynamics of homelessness.

A car for visits to Veterans in their own homes or at other locations Real Estate background

Knowledge of Real Estate Market and trends

Internet-savvy (must be able to navigate the web in housing search)

Must be able to attend training to further knowledge of all aspects of SSVF Program and Housing.

Assume other duties as assigned by the SSVF Program Manager to complete tasks for the program.

Practice social distancing (6FT) as required by CDC and State Guidelines (Hand sanitizer, masks, proper handwashing) and wear Provided face mask when unable to properly social distance.

REQUIRED :

Valid New York State Driver's License and Own Reliable Insured Vehicle with 100/300 Bodily injury.

**EDUCATION/TRAINING/EXPERIENCE:
MINIMUM QUALIFICATIONS**

Bachelor from an accredited college or university in social work or related field plus three to five years' experience in housing counseling or Real Estate.

Or

Experience working with Veterans a plus Housing Counseling Certification

NOTE:

NO LICENSED REAL ESTATE AGENTS

Conflicts of interest Policy (full policy and procedure available at time of Orientation): Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside EOC for materials produced or services rendered while performing their jobs at EOC.

CATEGORY

NON-EXEMPT

COVID-19 Vaccination Required.