

## **HOUSING LOCATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical work of a moderately complex nature involving a responsibility for developing resources and contacts to provide for the housing of homeless clients. The work is performed under the supervision of a higher-level administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops resources to house homeless clients, including the follow-up on available leads;  
Maintains regular ongoing contact with landlords, real estate brokers, etc. to acquire rental units;  
Develops inventory of substandard housing and identify sites for rehabilitation potential;  
Maintains contact within the "housing" community to foster interest in, and understanding of the needs, requirements and regulations by which the Department of Social Services operates;  
Identifies, contacts, and gathers information regarding housing needs and evaluates the potential for meeting the needs of clients;  
Reviews referrals for participation in housing programs;  
Acts as liaison with community agencies to ensure that all potential benefits and subsidies are available as resources to homeless clients;  
Monitors status of homeless persons on public housing and rent subsidy waiting lists;  
Prepares statistical and written reports as required;  
May make recommendations for changes in policies and procedures regarding housing.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of social service agency functions relating to housing and the locating of housing for homeless clients; working knowledge of state and local policies and regulations related to rental housing; ability to conduct basic interviews in order to gather information; ability to establish and maintain cooperative relations with social service and community agency staff, landlords, real estate brokers and other individuals and agencies involved in housing and housing locations; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare written reports.

### **MINIMUM QUALIFICATIONS:**

1. An Associate's degree or equivalent college credits (a minimum of sixty (60) credits) or higher and three (3) years of experience in the resolution of housing needs including the interviewing of individuals and assessment of their housing needs, or in a client service setting evaluating assistance needs or case management (i.e., financial, eligibility, housing, resource referral, etc.); or
2. Graduation from high school or possession of an equivalency diploma and five (5) years of experience in the resolution of housing needs including the interviewing of individuals and assessment of their housing needs, or in a client service setting evaluating assistance needs or case management (i.e., financial, eligibility, housing, resource referral, etc.).