

SENIOR HOUSING LOCATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized technical work involving a responsibility for leading efforts to develop housing resources and implement strategic initiatives to support the needs of homeless clients and prevent homelessness. The work is performed under the general supervision of a higher-level housing administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, implements and oversees housing programs and initiatives to expand resources for homeless clients, prevent homelessness and follows up on potential leads;
Addresses and resolves urgent housing needs and improves access to affordable housing for public assistance recipients;
Maintains ongoing relationships with landlords, real estate brokers and housing providers to acquire rental units and foster interest in the requirements and regulations of the Department of Social Services;
Develops and maintains inventory of substandard housing and identifies sites for rehabilitation potential;
Interviews clients to assess their needs related to housing situations and makes referrals for services, as needed;
Reviews referrals for participation in housing programs and addresses urgent housing needs;
Acts as a liaison between community agencies to ensure homeless clients receive access to benefits and subsidies;
Monitors progress of homeless individuals on public housing and rental assistance waitlists;
Prepares statistical and written reports;
Analyzes housing service effectiveness and proposes policy and procedure improvements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of social services agency functions related to housing support for homeless clients; good knowledge of state and local policies and regulations related to rental housing; ability to address and resolve urgent housing needs; ability to conduct interviews in order to gather information; ability to refer clients and individuals for necessary services; ability to establish and maintain cooperative relationships 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) and four (4) years of experience assisting individuals with housing needs, including conducting interviews, completing assessments and resolving housing needs; or
2. A Bachelor's degree or higher and two (2) years of experience assisting individuals with housing needs, including conducting interviews, completing assessments and resolving housing needs.

PROMOTION: One (1) year of permanent status as a Housing Locator.

R.C.D.P. 08.12.2025

Competitive