



Housing Authority of the County of Chester

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Housing Authority of the
County of Chester

"On the Road to Excellence"

Public Housing
Housing Choice Vouchers
Family Self Sufficiency
Homeownership
HOPE VI

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Executive Director
Dale P. Gravett

HACC Position: Senior Housing Locator
Type: Full-Time
Number of Positions: One (1)
Effective date: October 5, 2020- Open Until Filled
Reports to: Director of Homeless Prevention Programs
Positions reporting to this one: Two (2) Housing Locators

Major Function:

The Housing Locator Program Manager is responsible for the successful implementation of the Housing Locator Program. Specifically, this includes landlord recruitment and retention to increase the housing inventory, networking with landlords, creating relationships and providing mediation services between landlords and tenants, supervising 2 full-time staff and interns as needed, contract monitoring and compliance and budgeting. Additionally this position will act as Case Manager for "emergency" situations once households have moved into permanent housing through this program. The Housing Locator Program works with families and individuals who are currently experiencing homelessness to find affordable housing in Chester County.

Illustrative Duties:

- Housing Locator oversight and supervision.
- Ensure yearly program monitoring's are successful with no major findings.
- Ensure files and projections are kept up to date and accurate. This includes monthly, quarterly and annual reporting to funders, CPQRs.
- Ensure programs adhere to all contractual obligations and stay up to date on any changes and/or modifications.
- Outreach to realtors, landlords, housing developers, property managers, management companies and other housing providers to identify new and existing housing opportunities and build a strong inventory of available housing options for program participants.
- Negotiate with landlords to "sell" the program and convince landlords to accept tenants they may normally screen out. Create and maintain positive working relationships with suitable property managers and landlords for long term coordination of permanent housing services for program participants.

- Work closely with program participants to “match” them with available housing according to their income, family size and desired location as a back up to the Housing Locator.
- Create and implement a landlord recruitment and retention plan.
- Implement policies and procedures. Identify and develop program specific outcomes to ensure program effectiveness and impact, and the ability to report that to funders and the community. Design and manage program services directly related to those outcomes.
- Complete reports and statistical analysis of activities as directed by supervisor. Assist with request for data and reporting, to ensure compliance with grants and funding agency requirements.
- Perform other duties as assigned.
- Network with other agencies, coalitions, and participate in local community meetings.

General:

- Understand and abide by HACC’s Personnel Policy at all times and respect boundaries.
- Demonstrate a commitment to treat residents, volunteers, and co-workers in a respectful manner at all times.
- Attend all scheduled staff meetings and conferences in order to provide and receive input for program development; attend and participate in all trainings.
- Assist with training and supervision of volunteers and interns.

Qualifications:

- Two years’ experience in human services or two years’ experience in real estate or landlord recruitment and retention. Master’s degree required in Social Work or related field.
- Strong written and verbal communication skills; organizational, conflict resolution, computer literacy and contract reading and development.
- Prior experience and understanding of causes of homelessness and associated trauma.
- Demonstrate knowledge of current community resources and have the ability to maintain working relationships with agencies.
- Prior supervisory experience preferred.
- Ability to function independently and work cooperatively as a member of a team.
- Possess a valid Pennsylvania State Driver’s License to be verified annually.
- Agree to participate in a background check upon employment.