



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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Housing Authority of the County of Chester

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West Chester, PA 19382
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www.haccnet.org

HACC Position:	Housing Locator
Type:	Full-Time
Number of Positions:	One (1)
Effective date:	Immediately
Reports to:	Senior Housing Locator
Positions reporting to this one:	None

Major Function:

The Housing Locator is responsible for landlord recruitment and retention to increase the housing inventory, networking with landlords, creating relationships and providing mediation services between landlords and tenants. The Housing Locator Program works with families and individuals who are currently experiencing homelessness or at risk of homelessness to find affordable housing in Chester County, Pa.

Illustrative Duties:

- 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.
- Conduct in pre-screening and intakes or virtual intakes with all potential participants.
- Work closely with program participants to “match” them with available housing according to their income, family size and desired location.
- Ability to work with high barrier households; including but not limited to, criminal backgrounds, evictions, poor credit, mental illness and disabilities.
- 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.

- Have a familiar knowledge of the Housing Choice Voucher Program and Rapid Rehousing Program to better assist landlord questions when housing individuals and/or families who have a housing subsidy.

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.
- Ability to work with Microsoft Outlook, Word and Excel.

Qualifications:

- One years' experience in human services or two years' experience in real estate or landlord recruitment and retention or a 4 year relatable degree.
- Strong written and verbal communication skills; organizational, conflict resolution, computer literacy, and ability to multi-task effectively.
- Prior experience and understanding of causes of homelessness.
- Demonstrate knowledge of current community resources and have the ability to maintain working relationships with agencies.
- 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 and drug screening upon employment.