

About Housing Collaborative

Housing Collaborative is a 501(c)(3) nonprofit that makes affordable housing easier to navigate. Our vision is a world where everyone can see a path home. We work toward achieving this vision by partnering with organizations to expand access to housing. For housing providers, we help simplify the process of working with program-connected tenants; for housing agencies, services providers, and tenants, we provide key services to expedite housing placement and access to housing resources.

Housing Collaborative believes the mistakes of the past should not impede future success, which is why we are committed to second chances. Many of our dedicated team members have experienced barriers to housing and employment, and they use their journeys to help others.

Position Overview: Senior Housing Placement Specialist

Reporting to the Housing Placement Manager, the Senior Housing Placement Specialist is responsible for facilitating the housing placement for households either experiencing or at risk of homelessness. The Senior Housing Placement Specialist will maintain consistent contact with housing providers, service providers, and referred households; and have substantial knowledge of housing application requirements, inspection processes, and subsidy program requirements.

The Senior Housing Placement Specialist will work cross-functionally with peers and managers to match households with an appropriate housing provider and facilitate the housing placement.

Primary Responsibilities

Responsibilities include staying abreast of Housing Collaborative's programs; and constant interaction with households seeking housing, housing providers, and partner agencies.

Responsibilities may include but are not limited to the following:

- Maintain a thorough knowledge of Housing Collaborative's service areas;
- Identify housing opportunities specific to household needs, expediting housing applications and housing placement processes;
- Ensure accurate data entry and updates occur on time in agency database(s);
- Demonstrate a comprehensive knowledge of housing application and subsidy approval processes to assist renters in quickly assembling required housing placement documentation;
- Provide leadership by supporting the development of junior housing placement staff;

- Accountability to specific performance goals and measures outlines in an annual workplan;
- Maintain respectful, professional working relationships with partner agencies, housing providers, services providers, tenants, funders, and colleagues.

Qualifications

To excel in this position, the candidate should offer:

- At least three years of experience working with households to secure housing required;
- Undergraduate degree in Social Work or other related areas of study preferred, but at least 2 years of additional relevant experience may be considered in lieu of a degree;
- Clear and empathetic written and verbal communication that demonstrates quality customer service and attention to detail;
- Productive time management skills;
- Willingness to collaborate with coworkers, partner agencies, and customers;
- A commitment to second chances, and to the mission and vision of Housing Collaborative.

Hours

This is a salaried position expected to complete 40 hours of work per week, typically between 9am and 5pm, Monday through Friday. Remote, hybrid and flexible schedules may be available at the discretion of organizational leadership, dependent upon nature of position and job performance; however, trainings, meetings, and team-building opportunities are regularly scheduled to occur in-person for all staff.

COVID-19 Considerations and Requirements

Due to the nature of our business and the clients we serve, Housing Collaborative requires all staff be fully vaccinated and provide proof of COVID-19 vaccination. Depending on local case counts and Mecklenburg County guidance, we may choose to enforce masking inside the office suite.

I understand and agree to the requirements of the position outlined above:

Name

Date

