



Housing Specialist

Safe Parking LA, a non-profit homeless services organization is looking for a full time Housing Stabilization Specialist. The Housing Stabilization Specialist is responsible for developing and implementing a housing strategy and working with internal and external stakeholders to connect participants to permanent housing, community resources and services to support a successful housing placement. Will also provide aftercare retention support for clients that have been housed for 90 days after securing housing.

RESPONSIBILITIES include the following:

- Conducts regular meetings with participants to develop and implement housing plans/budgets
- Facilitates access to services needed to support housing readiness and reduce impact of barriers
- Research and develops housing resources to support placements. Establishes positive working relationships with landlords within the community
- Strategizes and presents housing leads to participants that include listings from housing authority, internet, and internal database of landlords/management firms/owners
- Provides psychoeducation to participants on how to complete housing applications, searches, and tenant rights and responsibilities
- Engages and assists participants with applying for permanent subsidy or low-income housing assistance programs
- Accompanies participants as needed to housing viewing appointments, move-ins, housing authority appointments, and specific visits to relevant social service agencies that will support with meeting housing plan goals. Provides field-based and street-based direct services.
- Prioritizes and follow-ups with each participant as needed to ensure they are making progress towards their permanent housing goals and access rental and move in assistance
- Provides advocacy to help address issues and barriers between landlords and participants that may prevent move-ins
- Leads after care retention support to clients that have exited into permanent housing by connecting with them at least 3 times within 90 days of their successful exit.
- Ability to work a flexible work schedule, including evenings and weekends as needed
- Additional tasks, projects, and responsibilities as assigned by supervisor

QUALIFICATIONS

- Bachelor's degree preferred, must have at least 2 years of related experience
- Experience in real estate or housing market preferred
- Experience assisting low and very-low-income individuals access affordable housing.
- Experience working with homeless individuals preferred.
- Bilingual: Desirable, but not required.
- Knowledge of HUD guidelines and experience working with subsidized housing programs such as Section 8, Shelter Plus Care, Rapid Re-Housing, and others preferred
- Current knowledge of best practice models, including Housing First, Mental Health Recovery, Harm Reduction, and Critical Time Intervention.
- Ability to work well with people of diverse backgrounds



- Proficient in use of laptop computer and Microsoft Windows and Office software programs (Word, Access, Excel, PowerPoint).
- Possess valid California driver's license and properly registered vehicle.
- Bilingual Spanish speaking preferred

Compensation, Hours and Benefits

- Salary: \$25.00 - \$26.00 hourly Full time / Non-exempt position
- Hybrid position with remote and on-site work
- 9/80 work schedule option
- Self-Care Wellness Time Off
- Laptop computer and cell phone provided, and a technology monthly stipend
- SPLA offers benefits that include paid holiday, sick time, and vacation, a 403(b) plan, medical, dental, vision, pet insurance, life insurance and flex spending.
- COVID 19 Vaccination required, TB Clearance and Live Scan background check are agency requirements

Submit cover letter and resume to Safe Parking LA: hr@safeparkingla.org