

Job Description
UNITY of Greater New Orleans

Housing Link Landlord Engagement Specialist

TITLE: Housing Link Landlord Engagement Specialist
TYPE OF POSITION: 1 FTE (Temporary – May 1, 2023 – January 30, 2024)
DIRECT SUPERVISOR: Landlord Partnership Manager with Deputy Director

POSITION OVERVIEW

The Housing Link Landlord Engagement Specialist will recruit landlords, property managers and property developers to make units available for people who are experiencing homelessness, lower barriers to housing, and negotiate lease agreements. The specialist will assist with updates to the Padmission database of available housing units for use by housing navigators at homeless programs. The Specialist will provide assistance to match clients with appropriate housing options and provide ongoing support to case managers, housing navigators, tenants and landlords with a goal to assist homeless individuals to obtain housing in less than 30 days.

KEY RESPONSIBILITIES:

- Engage landlords and property managers to provide rental housing units for homeless individuals and families.
- Develop and maintain positive relationships with landlords and property managers, including outreach, regular communication, and property visits.
- Negotiate lease agreements and coordinate housing placements, including identifying and securing available units, conducting unit inspections, and working with service providers to match clients with appropriate housing options.
- Provide ongoing support to tenants and landlords, including addressing any issues or concerns that may arise and connecting tenants to necessary services and supports.
- Collaborate with homeless service providers, case managers, and housing navigators to ensure a coordinated approach to housing placements and ongoing support.
- Develop and maintain a comprehensive database of available housing units, including information on location, rental rates, and eligibility criteria.

- Participate in community meetings and events to raise awareness about the program and promote landlord engagement.
- Conduct Housing Quality Standard (HQS) pre-inspections of prospective units.

Qualifications:

- Strong interpersonal and communication skills, including the ability to negotiate and maintain positive relationships with landlords and property managers.
- Ability to work independently and as part of a team, with a focus on achieving program goals and objectives.
- Experience working with individuals experiencing homelessness or other vulnerable populations is preferred.
- Good computer skills in Microsoft Office, Google Drive, and ability to update databases.

Preferred:

- Bachelor's degree in social work, public administration, business, or a related field.
- Experience in housing, property management, or a related field.
- Knowledge of the local rental market and landlord-tenant laws and regulations.