



## VETERANS VILLAGE OF SAN DIEGO

<https://vvsd.net/jobs/ssvf-housing-specialist/>

### SSVF Housing Specialist

#### Description

Veterans Village of San Diego is looking for employees who are passionate about serving all veterans. Changing the life of a vet takes a whole lot of work. It also takes dedication and commitment to our motto: Leave No One Behind. But the rewards are out of this world! We work hard, but we also enjoy having fun together. If you wish to be a part of this team and are ready to work for a cause, not just a paycheck, then VVSD is the place to start!

VVSD is looking for a results oriented individual to fill the role of the *Housing Specialist*. The **Housing Specialist** is primarily responsible for assisting SSVF clients in identifying and obtaining affordable housing. As an integral part of the Housing Specialist's responsibilities, the Housing Specialist is required to create and maintain relationships with landlords who will work with SSVF clients. The Housing Specialist works collaboratively with the SSVF team and other VVSD Staff as is warranted. The Housing Specialist provides training to clients as it applies to obtaining and maintaining housing.

If you are compassionate, flexible, resourceful, this is the position for you!

#### Responsibilities

- Proactively seeks new housing opportunities and resources to assist individuals/families in obtaining permanent housing
- Maintain an up-to-date Housing Directory which should include documentation of all contacts with housing providers and landlords.
- Conduct initial meeting with each individual/family who participate in the SSVF program.
- In collaboration with case managers, negotiate leases on behalf of clients
- Conduct unit inspection to ensure unit compliance
- Develop and facilitate trainings and workshops for clients and SSVF staff to include tenant rights, responsibilities, housing discrimination, and how to effectively communicate with landlords and others
- Provide housing availability, including Fair Market Rate rentals and other affordable, permanent housing opportunities, to SSVF team and clients in an efficient and timely manner.
- Regularly follow up with clients seeking housing to help support their housing options.
- Identify ways for clients to overcome housing barriers.
- Disseminate relevant housing information to clients and Case Manager in a timely fashion
- Regularly coordinate and communicate with SSVF Case Managers
- Maintain case documentation, using HMIS in accordance with agency and best standard practices.
- Maintain documentation of trainings, budgets, housing contacts, client contacts and other pertinent information in accordance with agency and best standard practices.
- Attend SSVF team and agency meetings as required

#### Hiring organization

Veterans Village of San Diego

#### Employment Type

Full-time

#### Industry

Non Profit

#### Base Salary

\$ 20.00

#### Date posted

November 9, 2021

#### Apply

Send your Resumes and Cover Letter to:

[hr@vvsd.net](mailto:hr@vvsd.net)

- Other duties as assigned by supervisor

## **Qualifications**

- Ability to develop appropriate strong working relationships with client population; be able to relate to individuals making significant life decisions, and be supportive of individuals' increasing independence.
- Must also be able to prepare written reports and maintain client documentation
- Knowledge of housing resources in San Diego is a plus
- Skills in landlord negotiation
- Knowledge of tenant rights and responsibility
- Able to negotiate leases
- Must be able to hold to high standards of confidentiality
- Knowledge of HMIS a plus
- Prior experience working with homeless population
- Ability to prioritize competing responsibilities and thrive in a challenging situations
- Able to change priorities at a moment's notice
- Proficient skill level in Microsoft Office (Word, Excel, Power Point)
- Privately owned vehicle, valid Driver's License with proof of current vehicle insurance
- Must be able to fluently read, write and communicate in English
- Must be able to sit for long periods of time
- Must be able to comfortably perform, both physically and mentally, all aspects of job description and other duties as assigned by supervisor
- Experience supporting programs serving homeless individuals/families and those diagnosed with physical or mental disabilities
- Must be able to pass background check and drug screen

## **Job Benefits**

VVSD offers competitive pay and benefits including 12 paid holidays a year, paid vacation and paid sick leave, pension, health insurance, dental and vision plans.

## **Please Note:**

- If you were a client of VVSD, you must have been out of all programs for a minimum of 2 years.
- Veterans Village of San Diego is an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.