



Position Title: Housing Locator

Position Description: This is an exempt, salaried regular full-time, 40 hours per week position. Full-time hours are Monday – Friday, 8:30 AM – 4:30 PM, however, secondary to the nature of this position, there may be times when hours need to be flexible to accommodate work activities. The Housing Locator will develop permanent housing opportunities for Housing Resource Center clients by establishing relationships with landlords, property managers, and inspectors that lead directly to affordable housing opportunities for homeless residents throughout the community. The Housing Locator will also provide supportive services to newly located residents to ensure they maintain housing stability. The Housing Locator is an employee of the Pottstown Cluster of Religious Communities, whose primary function will be to the Pottstown Housing Resource Center team serving Pottstown and surrounding communities in Montgomery County. However, the Housing Locator will also work as a member of the Pottstown Cluster of Religious Communities team.

Qualifications: Proven ability to work cooperatively with clients, staff, and volunteers of all ages, ethnic backgrounds, and socioeconomic levels. Knowledge of the regional housing market and familiarity with social, health and benefit resources in Montgomery County is ideal. Understanding of the homeless and other marginalized populations and PA fair housing laws. Established sense of professionalism is necessary, as work includes interactions with the public. Gregarious & persuasive personality and interest in cultivating new connections with landlords and property owners. Outstanding oral, written and computer skills. Capable of working independently and managing time efficiently. A bachelor's degree preferred in Business or Human Services. At least 2 years' experience working with the housing market, sales & marketing, real estate or property. Must possess a valid driver's license, current auto insurance and have own transportation. Current FBI clearance, child abuse clearance and criminal background check required. Physical qualifications include the ability to lift up to 25 lbs. and to bend, stoop, sit and stand.

Specific duties include the following:

- Research Montgomery County's rental market to identify prospective landlords and to generate leads for outreach and recruitment.
- Educate landlords about Your Way Home and how the relationship will work
- Set up meetings with new owners and property managers to explain the Your Way Home program for landlord recruitment and retention
- Review clients' needs and desires for housing units; including type, location, rental amounts, etc., and provide leads of prospective rental units that meet inspection and safety standards.
- Negotiate rental amounts and move-in dates with landlords.
- Assist landlords in understanding and compliance of Montgomery County's housing inspection standards.
- Negotiate with landlords experiencing conflict with tenants to find compromise and solutions to reported problems.
- Develop, increase and monitor the tenancy skills of Housing Resource Center individuals and families, and how to handle landlord-tenant issues.
- Maintain a landlord/owner database and tracking logs for property inspections.
- Complete housing forms and reports in a timely and detailed manner as required ensuring client files are up to date with all required documents regarding client housing stability, including information in the Clarity Human Services (HMIS) database and in the Pottstown Cluster of Religious Communities database
- Participate in YWH and community committees and landlord engagement groups



- Have ongoing communications with the County's Your Way Home staff, and other YWH providers in Montgomery County. Actively participate in meetings trainings and conferences as requested.

This position is funded by the Montgomery County Department of Housing and Community Development as part of a contract to the Pottstown Cluster of Religious Communities to provide services as an operator of a Housing Resource Center. If the County terminates the contract, this position will not necessarily remain as an available position through the Pottstown Cluster of Religious Communities.

This position reports directly to the Housing Resource Center Supervisor.

Please email resumes to jscholl@pottstowncluster.org.