

Job Title	Housing Coordinator
Employer/ Agency	SEARCH Homeless Services
Job Description	This fast paced, multi-dimensional role provides direct assistance to all clients enrolled in Rapid Rehousing, helping clients select, obtain, and maintain appropriate housing. Develops relationships with landlords and property managers throughout the city to ensure our clients have the maximum choices of quality housing possible. Maintains accurate roster summarizing available properties that also meet Federal Housing Quality Standards. Periodically provides back up to Rapid Rehousing Case Management services as needed. Primary responsibility for ensuring all agreements fully satisfy financial compliance needs of the grant and the agency. This can include applications, leases, deposits, inspections, and rent payments. Produces a high volume of check requests and works closely with SEARCH's Finance team. Helps mediate tenant / landlord / property management disputes within Rapid Rehousing and Permanent Supported Housing (PSH) projects as needed. Also assists SEARCH PSH projects with inspections, leases, rent collection, and annual recertification.
Qualifications	Bachelor's degree strongly preferred plus prior housing experience. Financial compliance experience helpful. Organizational skills, detail-orientation, and an ability to build rapport with diverse stakeholders crucial.
Salary/Hours	Based on Education & Experience
Employer/Agency	SEARCH Homeless Services
Address	2505 Fannin
City, State, Zip	Houston, TX 77002
Contact Person	Jaime McMinn
Contact Title	HR Director
Telephone Number	713-739-7752
Fax Number	713-739-9201
Email Address	HR@SEARCHHomeless.org
Application Method	Email Resume
Opening Date	08/31/2015

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