



PROGRESSIVE HOUSING SOCIETY

Job Title: Housing Services Coordinator
Report to: Executive Director
Start Date: Immediately
Salary: Negotiable

Benefits:

- **6-month contract position with possibility to extend to 18 months (pending funding)**
- **Potential signing incentives/bonus**
- **Allowance for engagement expenses and activities**

Apply to: Phshr@progressivehousing.net

As a leading charitable organization in Greater Vancouver, Progressive Housing Society is focused on lasting recovery for people struggling with complex mental illness and other issues underlying homelessness.

Progressive Housing Society operates a variety of high-impact mental health and housing services directly to the people who need them. In any given month, we help approximately 500 people make positive change in their lives and develop the skills they need to live independently in the community.

The Progressive Housing Society has been challenged by the epic rental housing shortage facing Greater Vancouver. Housing First has been adopted in cities across the world and the model has shown unprecedented success in reducing homelessness.

We are seeking an experienced professional for the position of Housing Development Specialist to assist in the procurement of housing units and management of the housing portfolio for our participants in the program.

Primary Job Responsibilities:

- Develop a database of landlords and properties dedicated to the long-term growth of our organization.
- You will host, create, search out, and attend landlord informational events to engage and acquire a network of housing options.
- Build Relationships and rapport with key property management companies, landlords and business owners

- Coordinate, prepare, and conduct housing orientations for new participants
- Maintain constant communication with key stakeholders, including program participants, clinical teams and landlords via telephone, e-mail and in person
- Outreach & educate property owners/landlords
- Negotiate contract rents & lease terms
- Evaluate & verification of participant income, assets, expenses according to individually specific program guidelines/regulations/practices
- Assist applicants and case managers with dwelling unit search process
- Process requests for tenancy approval and determine appropriate fit and eligibility
- Review Rent Reasonableness
- Calculate tenant rent and rental subsidy payments and subsidy reduction plan
- Coordinate initial Housing Inspections
- Coordinate and assist in rehousing transfers for program participants
- Schedule, attend and participate with case management and clinical teams responsible for the support of the participant to discuss housing problems the participant is experiencing
- Advocacy for program participants in the community & working closely with program specific supportive services
- Process participant program terminations when necessary
- Create & maintain participant files with accurate and timely documentation
- Develop a database system for program participants, dwelling units, landlords, and other housing program related information

Preferred Qualifications:

- Expert knowledge of Landlord and Tenant Act and all processes of tenant selection to eviction and rights and responsibilities of Landlords and Tenants.
- Established key contacts in Landlord networks in BC and ability to tap into network to seek new housing opportunities
- Up to date knowledge of housing and rental market issues to relay to PHS programs
- Contract management skills
- Time management skills
- Strategic planning skills
- Negotiation skills
- Analytical, problem solving, and decision making skills
- Financial management skills

For further information about PHS and its programs, we encourage you to visit our website at <http://www.progressivehousing.net>

