

Job Posting



Caritas of Austin provides a service continuum for those experiencing poverty that begins with a safety net and links them to resources to achieve self-sufficiency.

We envision a community where there is respect for all individuals, hope for those experiencing poverty and opportunities for self-reliance.

At Caritas of Austin, our hope for our clients, staff, volunteers and community is demonstrated through Commitment, Equity, Respect and Support.

Caritas of Austin provides equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Job Title:	Landlord Outreach Specialist
Department:	Housing
Program:	Supportive Services for Veteran Families (SSVF)
Reports To:	SSVF Program Manager
FLSA Status / Pay Type:	Nonexempt / Hourly

Position Summary

The Landlord Outreach Specialist (LOS) will oversee and coordinate landlord outreach efforts for the Supportive Services for Veteran Families Program. Goal is to increase access to private market owned rental property for Veterans moving from homelessness to permanent housing throughout Travis County.

Essential Duties & Responsibilities

- Establish relationships with landlords to assist in locating appropriate housing for Veterans who may have multiple barriers to obtaining permanent housing
- Maintain landlord relationships and develop/maintain database on properties and landlord contacts
- Develop outreach materials and agreements with landlords that will provide rental units to help homeless Veterans access and maintain permanent housing
- Develop/coordinate training events for landlords
- Develop & implement internal referral process
- Coordinate housing placement efforts with referring Veteran Specialist
- Meet with Veteran Families to complete Housing Location intake
- Meet as needed with Veteran Families to assist with housing search and applications
- Perform and document unit move-in inspections per Habitability Standards
- Maintain statistics and provide reports on a monthly basis
- Participate in departmental meetings related to Veteran housing
- Ability and willingness to work as part of a team and independently with minimal supervision

Qualifications

EDUCATION & EXPERIENCE

- Bachelor's degree required; Major in Business Administration or Social Science preferred
- Experience working in property management, apartment/housing location or real estate preferred

SSVF Landlord Outreach Specialist - 2016



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- Knowledge and skills in identifying affordable permanent housing units
 - Knowledge of housing market trends within Travis and surrounding counties
 - Proficiency in organizational and record keeping skills
 - Experience with non-profits preferred

Work Hours/Schedule

- Regular – Normal work hours and days assigned based on a work week of 40 hours.

How To Apply

Please send cover letter and resume by April 30th to SSVFjobs@caritasofaustin.org

No phone calls please.

Benefits

Paid Time Off

Medical/Dental/Vision insurance

Life and Disability Insurance

Paid Holidays

Retirement Plan with Employer Match

EAP (Employee Assistance Program)