



The Colorado Springs Housing Authority is hiring a temporary, grant-funded position to function as a **Housing Navigator/Landlord Liaison** for our voucher program. The ideal candidate is someone who can work 40 hours/week – Monday through Friday.

Position will assist participants, as needed, to identify and coordinate housing placement. Duties include:

- Locating eligible housing units
- Support individual families to identify barriers to leasing (e.g., low credit score, evictions history) and strategies to address the barriers.
- Provide regular reminders to the family of their voucher expiration dates and extension policies.
- Assist families to expedite the leasing process.
- Provide outreach to and engage with landlords and property management staff, building rapport and maintaining working relations with property owners and landlords.
- Position will include ensuring files have the correct verifications and involve close interaction with housing authority staff, and community agencies.

Position will coordinate and implement a landlord engagement program which includes the development and circulation of promotional materials and the maintenance and promotion of a centralized, housing locator service.

### **Compensation**

- \$18.00 /hour plus benefits
- Grant Funded Position

**Benefits:** Cell phone allowance, ten (10) paid holidays per year, sick leave accrues per pay period from date of hire; Vacation after 6 months, PERA (Public Employees Retirement Association) contributions/membership, Medical, Dental Insurance (80% employer paid), Vision Insurance, Basic Life Insurance (Employer Paid), Health & Wellness program

**Qualifications/Experience:** Two years of related work experience. Education: BA/BS in human service field or equivalent combination of education, training and experience.

**Licensing/Certification Requirements:** Valid Colorado driver's license. Other: Cellular telephone required. Basic computer literacy and strong communication skills. Must have sensitivity toward the program's target population and ability to comfortably and effectively relate to individuals of diverse backgrounds, and be respectful of cultural differences. Must be responsible, organized, non-judgmental, able to work independently and as part of a team. Housing Navigator must have a strong commitment

to personal and professional ethics and standards and be able to set and maintain appropriate boundaries.

### **Work Environment**

- Most of the assigned duties are performed external to an office environment.
- The employee is subject to both inside and outside environmental conditions.
- Reasonable accommodation can be made to enable people with disabilities to perform the essential functions described of this position.

**This is a special (at-will), grant-funded position expected to be funded through March 31, 2023. A possibility exists, but no guarantee, of grant extension and/or full-time employment.**

**NOTE: This job announcement is not intended to include a complete listing of all responsibilities, knowledge, skills, and abilities associated with the position.**

Application along with resume must be submitted to [Humanresources@CSHA.us](mailto:Humanresources@CSHA.us) by April 10, 2022.



**If hired, you will be required to provide proof of your eligibility to work in the United States.**

Filling of this position will be subject to Section 3 requirements as directed by the Department of Housing and Urban Development. Additional information will be required following submission of an initial application from the applicant if chosen for an interview. For more information about Section 3 requirements, please go to <http://www.hud.gov/offices/fheo/section3/section3.cfm>.