

Al Sigi Center for Rehabilitation Agencies, Inc.
Position Description

Job Title: Monroe Housing Collaborative Housing Community Liaison

Date created: March 2015

Date Updated: September 2020

Reports to: Monroe Housing Collaborative Board President

FLSA Status: Exempt

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are generally Monday - Friday during regular business hours. Evening and weekend work may be required as job duties demand.

Summary/Objective

The Housing Liaison is to be a resource for individuals with disabilities, their families and service providers as the individual seeks affordable, non-certified housing.

The Housing Liaison is to be a resource for housing developers as it relates to the unmet housing needs of individuals with disabilities in Monroe County.

The Housing Liaison is responsible to work with the partners in the Monroe Housing Collaborative to develop non-certified housing projects which meet the unique needs of individuals with disabilities in Monroe County.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Imparts the Monroe Housing Collaborative (MHC) philosophy of Safe, Decent, and Affordable Housing for those we serve.
2. Works with website developer to maintain and update the MHC website to ensure the website is a useful and effective resource for intended users.
3. Researches and applies for grants that are in line with the mission and vision of the MHC.
4. Assist housing collaborative partners with grant writing and grant management related to the development of housing options for individuals with disabilities including integrated and non-integrated models. Serve as a resource to housing developers regarding the unmet needs of individuals with disabilities seeking affordable housing.
5. Oversees the implementation of grants received by MHC.
6. Identifies and communicates unmet needs of specific populations to Board of the housing collaborative and administrative teams of member agencies.
7. Collaborate with affordable housing providers to gather information necessary to have website reflect current types of housing.
8. Serves as a resource to link individuals with a disability to affordable and safe housing which meets their needs. This includes but is not limited to accessibility, proximity to: shopping, entertainment, and public transportation and community resources.
9. Assists individuals with disabilities and their circle of support (family and/or service providers) to apply for housing options which meet their needs.

10. Assists individuals with disabilities and their circle of support (family and/or service providers) to link the individuals with possible rent subsidy providers including but not limited to OWDD and Section 8.
11. Advocate for the development of affordable housing options for individuals with disabilities.
12. Manage meetings for Monroe Housing Collaborative Partners as necessary to effectively perform job duties. This includes but is not limited to: meeting schedule, meeting invitation, agenda development, minutes and distribution of minutes.
13. Participates in conferences, workshops and in-service training to enhance job skills and professional growth and development.
14. Identifies and seeks out and develops relationships with key housing related resources in the community.
15. Identifies and provides linkage and referral to individuals with barriers to housing.
16. Maintains and updates wait list as needed.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Additional duties may be assigned.

Competency Requirements

1. Knowledge of housing development funding requirements including but not limited to Home and Community Renewal, Housing Urban Development, Federal Home Loan, Office of Temporary Disability Assistance.
2. Ability to maintain website.
3. Ability to develop agendas, host effective meetings, and maintain accurate minutes.
4. Understanding of rent subsidy options for individuals with disabilities.

Key Relationships

1. Monroe Housing Collaborative Board of Directors and partner agency executive management.
2. Service provider community for individuals with disabilities
3. Housing providers for individuals with disabilities as well as integrated housing providers.
4. Housing resources in the community such as banks, property management companies, developers, property owners, and property managers.

Work Environment

This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and perform routine office duties including computer use, filing. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 40 pounds.

Travel

Travel is required in this position. Travel is primarily local, during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience

1. Associates Degree
2. Minimum of 3 years of experience in this or a related field preferred
3. Completion of Housing Navigation training preferred.
4. Knowledge of the affordable housing resources in the Greater Rochester Area preferred.

Additional Eligibility Qualifications

None

EEO Statement

Al Sigl Center for Rehabilitation Agencies, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Al Sigl Center for Rehabilitation Agencies, Inc. complies with applicable state and local laws governing non-discrimination in employment in every location in which the agency operates. This statement applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Signatures

Approved by: _____
President Date

Prepared by: _____
Director of Human Resources Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____