



JOB ANNOUNCEMENT

JOB TITLE: Rapid Rehousing Leasing Coordinator
JOB TYPE: Full-Time, At-Will, Salaried Position, Exempt
SALARY: \$55,000-\$70,000

POSITION SUMMARY:

Under the supervision of the Family Programs Leasing Manager, the Rapid Rehousing Leasing Coordinator facilitates the lease-up process for families entering the Family Rehousing Stabilization Program. The Rapid Rehousing Leasing Coordinator ensures that services are provided in an effective and professional manner

ESSENTIAL POSITION FUNCTIONS INCLUDE THE FOLLOWING:

- Facilitates the lease-up process for families entering the Family Rehousing Stabilization Program
- Provides an orientation to families entering FRSP enlightening families of program rules, program expectations and “how to be a good neighbor”
- Reviews documentation submitted by participating landlords to verify that they are legally eligible to rent the proposed rental units
- Calculates family’s initial rental assistance through verified documents submitted by case managers or that received from Dept. of Human Services Social Services Representatives
- Serves as the main point of contact to external stakeholders who inquire about the leasing status of families who have been approved for FRSP assistance
- Coordinates in conjunction with the Dept. of Human Services Housing Quality Standard Inspections completed by the DC Housing Authority
- Responsible for data entry in the Shelter To Exit Planning (STEP) Tool database and reporting on information related to the lease-up process
- Ensure timely and effective communication is provided to all stakeholders ensuring excellent customer service is provided to all parties
- Other special projects and duties as assigned.
- Other duties assigned as deemed appropriate

QUALIFICATION/ REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required, though persons who feel they meet some but not all criteria are encouraged to apply.

EDUCATION/QUALIFICATIONS

- College degree preferred and/or 3-4 years of related experience and/or training in social services and/or services to homeless families; or equivalent combination of education and experience.

REQUIRED SKILLS AND ABILITIES

- Advanced computer literacy and expertise with software use in a typical office environment, including MS Word, MS Excel, and MS PowerPoint.
- Excellent communication skills, to include the ability to communicate clearly in writing and verbally to a wide range of audiences (consumers, front line staff, program representatives, agency directors, etc.).
- High level of attention to detail.
- Ability to make decisions independently.
- Outstanding organizational skills and ability to effectively prioritize and manage multiple tasks at the same time.
- Ability to conduct self-directed work and/or function as a part of a team.

APPLICATION PROCESS

- Email a cover letter and resume to Tianee Moses-Newby (tmoses@community-partnership.org) with Leasing Coordinator in the subject line.
- Your response to this job announcement may be considered for other similar available positions within The Community Partnership.
- No phone calls.

The Community Partnership for the Prevention of Homelessness is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or applicants for employment. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

If you have any questions about our company policies or your rights as an applicant or require a reasonable accommodation, please contact our Office of the General Counsel at 202.543.5298 (ext. 307)