



Homeless Prenatal Program (HPP)

Title: Housing Specialist

Summary of Job:

HPP's housing subsidy programs identify vulnerable families who are homeless and help them to secure housing in San Francisco through the use of a rental subsidy and support services, thus ending homelessness for the families and putting them on a path to lasting housing stability.

The program requires a small support team for each participant family, including the Housing Specialist; Case Managers, who will be the families' main contact at HPP for necessary supportive services; and the Housing Broker, who is employed by Hamilton Family Center through a partnership with HPP, and who will refer landlords to HPP who are willing to accept the HPP subsidy. The Housing Specialist will need to collaborate with all involved parties to ensure successful outcomes for the families.

The Housing Specialist will be the point person for implementation of the subsidy, with responsibility for screening candidate families, assisting them in securing housing opportunities, and coordinating monthly payments to landlords. Once families have been housed, the focus will shift to helping them to successfully exit the subsidy by locating permanent affordable housing.

Essential Duties and Responsibilities:

Housing-related duties:

- Work with Family Case Manager and Housing Broker to match families with potential housing opportunities.
- Accompany families to visits with potential landlords.
- Assist families with housing applications, lease signings, paperwork for security deposit and furniture assistance, and move-in inspections
- Conduct housing workshops and individual consultations to prepare families for housing.
- Connect families to financial coaching.
- Manage relationships with landlords.
- Help to ensure timely subsidy payments to the landlords.
- Mediate any landlord/tenant disputes.

Administrative duties:

- Perform outreach for subsidy candidates at HPP, at family shelters and at DV and legal-service providers.
- Together with Housing Team, select eligible candidates for admission into subsidy program.
- Monitor active subsidies and ensure compliance with program recertification policies.

Qualifications:

- 5 years' experience in a related field (affordable housing, real estate, etc.)
- Bachelor's degree (additional 2 years of related work experience accepted in place of degree)
- Bilingual Spanish/English strongly preferred.

- Excellent organizational and interpersonal skills; detail-oriented.
- Passion for serving low-income families.
- Ability to thrive in a fast-paced and culturally diverse environment.
- Ability to work in a diverse and stressful environment with families that present multiple issues.
- Ability to maintain appropriate professional and personal boundaries with high integrity.
- Computer proficiency.
- Experience in, and knowledge of, working with diverse communities.
- Able to communicate effectively both verbally and in writing.

Physical Requirements: This position requires the ability to work under stress and handle multiple project deadlines. This position requires an annual tuberculosis test and may require moderate lifting.

Certificates, Licenses, Registrations: California Driver's license and insurance preferred.

Work Environment: Fast-paced, multi-cultural, collaborative work environment

Hours: Full time - 39 hours/week

Reports to: Associate Director of Programs

Directly Supervises: None

Salary: DOE + excellent benefit package

FLSA Status: Non-exempt

Please reply with Housing Specialist in the subject line to jobs@homelessprenatal.org. Applications must have the job title in the description to be accepted.

The Homeless Prenatal Program is an Equal Opportunity Employer and is committed to its mission of breaking the cycle of childhood poverty, one family at a time. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

About HPP:

The Homeless Prenatal Program (HPP) believes every family wants to deliver healthy babies and raise healthy children in a stable and nurturing home. Seizing the motivational opportunity created by pregnancy and parenthood, HPP partners with families to help them recognize their strengths and trust in their own capacity to transform their lives. At the heart of our program is non-judgmental, supportive case management provided by Family Case Managers, the majority of whom were once HPP clients themselves. As the first agency in San Francisco to hire and promote former clients as employees, HPP is unique in that the community it serves has – from the organization's inception in 1989 – guided its growth and evolution. HPP serves over 3,500 clients per year through supportive, holistic programs including: Prenatal Classes and Support Group, Mental Health Services, Childcare Center, Housing Assistance, Low Income Tax Center, Emergency Services and Case Management.