



JOB DESCRIPTION

POSITION: Leasing Specialist

FLSA: Non- Exempt

DATE: 10/18

REPORTS TO: Housing Stabilization Coordinator **DEPT/DIV:** Leased Housing and Rental Services **GRADE:** B2-3

RIHousing is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

RIHousing strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission we:

- Offer competitive and innovative single family and multifamily lending programs.
- Provide housing related education to consumers and others.
- Finance development that builds healthy, vibrant communities.
- Invest housing grants and subsidies to Rhode Islanders with the greatest need.

RIHousing uses its resources to provide low-interest loans and grants to help Rhode Islanders find, rent, buy, build and keep a good home. Created by the General Assembly in 1973, Rhode Island Housing is a privately funded public purpose corporation.

RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and a deep respect for all Rhode Islanders, including customers, partners and fellow employees.

JOB SUMMARY

This position is responsible for assisting the Leased Housing and Rental Service's Division in its functions to ensure timely deployment of the Division's resources through the Housing Choice Voucher Program and the RIHousing Rental Assistance Program.

JOB FUNCTIONS

The incumbent will assist the Housing Stabilization Coordinator and the Housing Choice Voucher Program staff with the day-to-day functions to ensure an expeditious and efficient lease- up process for both voucher holders and landlords. The incumbent is required to spend significant time in the community conducting targeted landlord recruitment, education, and outreach; cultivation of on-going landlord relationships; conducting Housing Quality Standards (HQS) Inspections; and delivering briefings for new voucher holders.

The incumbent will respond to requests for HQS inspections and conduct them expeditiously. This process includes timely communication and follow-up with the landlord, tenant and program representative.

The incumbent is responsible for cultivating relationships with landlords to improve the utilization of mainstream housing assistance resources. The incumbent will conduct outreach to landlords and other real estate/rental agents to provide education regarding the RIHousing Rental Assistance Program and the Housing Choice Voucher Program. This includes

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hosting informational sessions at RIHousing and in the community and maintaining landlord information in the housingsearchri.com database.

The incumbent will perform briefings for prospective voucher holders at RIHousing and in the community.

The incumbent will also provide administrative support and coordinate with partnering social service agencies to help formerly homeless households access RIHousing mainstream rental assistance resources.

The incumbent will perform special projects and assignments as needed.

PRINCIPAL ACCOUNTABILITIES

- Conduct state-wide, targeted landlord outreach, education, recruitment
- Perform Housing Quality Standards inspections
- Conduct briefings for Housing Choice Voucher Program applicants
- Participate in training courses to stay abreast of changes in federal and state laws and regulations
- Perform special projects and assignments as needed

QUALIFICATIONS

- Two years real estate or property management experience
- Strong organizational, problem solving and computer skills
- Good verbal and written communications skills
- Associates degree or equivalent work experience required
- Use of personal vehicle, valid driver's license, and proof of insurance is required

To Apply:

Resume & Cover Letter Needed

Please visit https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=4ad8ef9b-d46b-4850-a6d3-857af96d30e2&jobId=153495&lang=en_US&source=CC3&ccId=19000101_000001

Or

www.rihousing.com > Career Opportunities