

Position: Landlord-Tenant Resource Center – Eviction Prevention Specialist II, Landlord Liaison

Job Classification: Full-time/Non-Exempt

Job Status: Grant Funded

Salary Range: \$15-20/hour

Reports to: LTRC Program Manager

Overview

Housing Solutions seeks motivated professionals who want to use their talents and skills to make a difference. Our staff are flexible and passionate about enriching people's lives. If you are mission-driven, dedicated to superior service and support, can diligently work independently and in a collaborative environment, join our team. HS is leading the fight to end homelessness in Tulsa County. Here, not only would your work have a real impact on the community, but we also offer a comprehensive and competitive benefits package.

Objective/Purpose

Housing Solutions is seeking a dynamic professional for the Landlord Liaison position. This position provides information and organization support for all Landlord Tenant Resource Center Events, will assist the Program Manager with our apartment acquisition during onsite events, will work to create a pool of landlords willing to work with tenants facing barriers to housing, will run the LTRC “Landlord Advisory Panel” and conduct monthly in-person meetings, will create surveys and questionnaires concerning what Tulsa landlords need in regards to tenant education and outreach, and will be onsite at LTRC events and the Social Services Hub to be available to network and respond the landlord questions and concerns. Work of this class involves no supervisory duties or responsibilities

The Landlord Liaison is an organized and courteous professional that provides collaboration among programs, accessibility for clients, and system efficiency and consistency. The primary function of the Landlord Liaison is to investigate and create opportunities with community partners and community locations to increase the level of outreach and engagements to landlords for the LTRC within Tulsa County.

Primary Roles & Responsibilities

- Network and provide information and resource availability to Tulsa County landlords and property managers.
- Recruit landlords to list on the affordablehousing.com website.
- Identify and maintain a list of landlords who work around barriers to housing (criminal justice involved, prior evictions, non-traditional employment, etc.)
- Maintain and execute the Affordable Housing Trust Fund Rental Assistance program.
- Maintain up-to-date knowledge of available landlord programs and incentives in our community to include alternative to eviction.
- Attend LTRC Onsite events to greet landlords and conduct the LTRC Apartment Acquisition questionnaire.
- Identify and maintain a list of landlords who are willing to allow tenants to move-in with a pledge for payment from our rental assistance partners.
- Collaborate with team members to create landlord facing advertising and communications

based off learned experience and best practices.

- Identify and maintain a list of landlords to participate in the LTRC Landlord Advisory Panel and conduct meaningful monthly meetings.
- Serve as the LTRC point of contact for collaborative work with the Gold Star Landlord Program and Abode Initiative.
- Respond timely and professionally to all landlord requests for information.
- Create and conduct landlord surveys to assess needs and experiences of landlords in our community.
- Attend the Social Services Hub and maintain a station dedicated to participating landlord interactions.

Qualifications:

Training & Experience

- A GED or high school diploma is required, a bachelor's is preferred.
- 1-2 years' experience in communications or some other closely related field preferred.
- Experience in working with low-income individuals, especially related to housing issues, strongly preferred.
- A valid drivers license and auto insurance is required.

Knowledge / Job Specific Competencies

- Deal tactfully, work cooperatively and professionally, and communicate effectively with judicial officers, court personnel, the public, and justice partners.
- Communicate effectively, neutrally, and clearly with individuals of diverse socioeconomic, cultural, and ethnic backgrounds, including persons with disabilities and non-native Englishspeakers.
- Ability to work with and be sensitive to the needs of diverse, systemically disadvantaged populations and support Housing Solution's commitment to building equitable systems of care.
- Strong time management skills and the ability to multi-task and prioritize in a demanding environment, while exercising sound judgment.
- A critical thinker, with an elevated level of initiation, motivation, and enthusiasm.
- Intermediate level of computer software programs specifically, Microsoft Office (Word, Excel, Access, PowerPoint, and Outlook).

Working Environment

The working environment will be primarily indoors in an office setting.

Equal Opportunity Employer

Housing Solutions is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Housing Solutions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, disability status, family or parental status, or any other status protected by the laws or regulations in Tulsa, Oklahoma. We will not tolerate discrimination or harassment based on any of these characteristics. Housing Solutions encourages applicants of all ages.

