



POSITION ANNOUNCEMENT

Date of Notice:	December 18, 2024	Closing Date:	When filled
Name of Position:	Housing Specialist Manager	Status:	Full-time
Respond to:	Pathfinders 4200 North Holton St, STE 400 Milwaukee, WI 53212	Contact:	hr@pathfindersmke.org

Job Purpose and Reporting Structure:

Under the direction of the Pathfinders Director of Supported Housing, the Supported Housing Specialist Manager serves as the agency's lead point of contact for all landlord and property management partners, fostering existing relationships and growing a strong and supportive landlord base through the supervision and support of the housing specialist team. This staff person oversees all day-to-day operations of the housing specialists, ensuring that all leasing-related activities are completed efficiently and accurately.

Essential Duties and Responsibilities:

1. Hire, train, and directly supervise the Pathfinders housing specialists to ensure that best practice standards are consistently followed.
2. Guide the housing specialist team in developing new property management partnerships and fostering existing relationships, while educating internal and external partners on *Housing First* as a best practice.
3. Meet regularly with each housing specialist to support staff throughout the apartment search and leasing processes, ensuring that all lease terms are reasonable and attainable.
4. Develop and implement plan for landlord education and retention.
5. Oversee collaboration with the Pathfinders Development team to highlight the supportive work of current housing-related partners via agency communications.
6. Manage tasks related to the overall rental process including requesting maintenance, turning over units, and making rent- and utility-related payments in a timely manner.
7. Ensure that unit inspections are being completed by the Pathfinders housing specialists in a timely manner so that youth are housed in apartments that meet safety and habitability standards.
8. Monitor the completion of contact notes for all landlord and property management interactions, and ensure that all program documentation expectations are met.
9. Seek out presentation opportunities, and attend community-based events related to housing and partnerships.
10. Participate in all program and agency meetings, trainings, and development opportunities.
11. Must have a valid Wisconsin driver's license, proof of automobile insurance coverage, and a reliable vehicle
12. Complete other duties as assigned.

Supervisory Responsibilities:

The Supported Housing Specialist Manager will supervise assigned Pathfinders housing specialists and will maintain responsibility for the overall direction, coordination, and evaluation of staff within the program. Specific supervisory tasks include:

- Carrying out supervisory responsibilities in accordance with the organization's policies, procedures, and all applicable laws. Recruiting, interviewing, and training new employees; coaching and mentoring staff one-on-one and in a group setting; planning, assigning, and overseeing housing specialist tasks; and reviewing employee performance on a regular basis, taking corrective action when necessary

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Information

Position pays \$40,000 - \$60,000 annually. Enjoy generous PTO, Benefits and the opportunity to join a caring and committed team of professionals.

Response

Send letter of interest, current resume and salary expectations via email to hr@pathfindersmke.org. Please specify which position you are applying for. Organizational information can be found at www.pathfindersmke.org. No phone calls will be accepted.

An Equal Opportunity Organization - Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve.