



## POSITION ANNOUNCEMENT

Date of Notice: February 18, 2025  
Name of Position: Housing Specialist  
Respond to: Pathfinders  
4200 North Holton St, Suite 400  
Milwaukee, WI 53212

Closing Date: When filled  
Status: Full-Time  
Contact: [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org)

### Job Purpose and Reporting Structure:

The goal of YHDP is to support Milwaukee as a selected community, in the development and implementation of a coordinated community approach to preventing and ending youth homelessness. Under the direction of the Housing Specialist Manager, and direct partnership with Walkers Point, Milwaukee Coalition on Housing and Homelessness (MCHH), Coordinated Entry; the YHDP Housing Specialist serves Walkers Point and Pathfinders main point of contact for all YHDP landlord and property management partners, fostering existing relationships and growing a strong and supportive landlord base. The Housing Specialist also assists all YHDP staff and program participants with apartment searching, leasing, and managing payments, in addition to coordinating and assisting with moves as youth transition in and out of apartments, including aftercare services.

### Essential Duties and Responsibilities:

1. Work collaboratively with HUD Technical Assistance, Walkers Point YHDP staff and the Youth Action Board to coordinate housing services and maximize youth access to necessary resources.
2. Plan, create, and oversee partnerships following a Continuous Quality Improvement Plan (CQI), in alignment with Milwaukee's Coordinated Community Plan (CCP).
3. Serve as an ongoing liaison between landlords, property managers, and Walkers Point and Pathfinders Supported Housing program staff, ensuring effective communication and strong collaboration between all partners.
4. Foster existing landlord and property management relationships while developing new ones, promoting low barrier access to housing whenever opportunities present themselves.
5. Work with the Pathfinders Development team to highlight the supportive work of current housing-related partners via partnership trainings and meetings, social media and other assigned promotional activities.
6. Seek out new apartments for youth program participants that align with budgetary expectations, participant preferences, rent reasonableness, city Fair Market Rates, and schedule showings in partnership with case manager(s), program manager and youth as necessary.
7. Request and attend team meetings in support of participant planning and transitions.
8. Conduct consistent unit inspections, file and attend to maintenance requests whenever necessary to ensure youth are housed in apartments that meet appropriate safety and HUD habitability standards.
9. Provide ongoing support to landlords, property managers, and Supported Housing program staff with regard to leasing, rent, and other obligated payments.
10. Complete all required documentation in an organized and timely manner, and maintain consistent contact notes for all landlord and/or property management interactions.
11. Report on qualitative and quantitative data supporting outcome measurements.
12. Conduct internal monitoring of YHDP partnerships, expenditures and supportive service budgets and allowables.
13. Attend community-based landlord engagement and support events as opportunities present themselves.
14. Create a Supported Housing Department monthly newsletter for landlord and property management partners.
15. Participate in all program and agency meetings, trainings, and development opportunities.
16. Facilitate quarterly meetings with Program participants educating them on landlord/tenant law.
17. Complete other duties as assigned

### Supervisory Responsibilities:

Supervisory duties may be assigned

### Qualification Requirements:

Requires education generally equivalent to a Bachelor's degree in the human service or a related field; requires knowledge and belief in Housing First philosophy and strategies. Previous experience working with landlords or property managers in a professional capacity is preferred.

### Additional Information

Position pays \$40,000 - \$52,000, Pathfinders offers medical, dental, vision and insurance, 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](mailto:hr@pathfindersmke.org). Please specify which position you are applying for. Organizational information can be found at [www.pathfindersmke.org](http://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.