

**GRAND JUNCTION HOUSING AUTHORITY  
POSITION DESCRIPTION**

<b>TITLE:</b>	<i>Housing Advocate</i>
<b>JOB CLASSIFICATION:</b>	<i>Full time *</i>
<b>SUPERVISION EXERCISED:</b>	<i>None</i>
<b>SUPERVISOR:</b>	<i>Supportive Services Supervisor</i>
<b>DATE:</b>	<i>Revised December 2006</i>

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**1. JOB DESCRIPTION/SUMMARY**

Assists the Grand Junction Housing Authority (GJHA) in achieving its mission to advocate for and to provide safe, suitable housing to the residents of the Grand Junction area. The Housing Advocate's goal will be to provide supportive services to Section 8 Program participants who are or have been referred by Mesa County Department of Human Services (MCDHS) for housing assistance through the Family Unification Program and/or Section 8 Program. The Housing Advocate will facilitate participant compliance with Program guidelines and improve the success of families in keeping their housing assistance by coaching, mentoring, and/or educating those client households who require additional attention.

**2. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

- Maintains case files which document progress, lack of progress, activities, and successes with participants who have been assisted by the Housing Advocate.
- Assists Section 8 housing voucher recipients who are having difficulty finding appropriate housing within the required time frame.
- Acts as a mediator between families, landlords, and Section 8 Staff.
- Coordinates and makes appropriate referrals to community agencies. (Example: families in need of assistance with payment of utilities could be referred to the LEAP Office.)
- Provides case management services to families in crisis situations (prior to landlord's intent to evict or terminate the lease or GJHA's termination of housing assistance for non-compliance) to assist families in maintaining their housing.

## **2. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES (contd.)**

- Develops positive relationships in the community with landlords and rental agencies.
- Maintains confidentiality of all families.
- Acts as an ongoing resource for Section 8 landlords if problems or concerns develop with tenants. Acts as an ongoing educator of Section 8 landlords in landlord/tenant law and lease requirements.
- Conducts quarterly seminars for low-income renter households addressing such issues as fair housing, landlord/tenant responsibilities, financial management, understanding lease terms, and how to maintain a safe and sanitary home.
- Develops Quarterly Reports for submissions to GJHA Board of Commissioners and MCDHS. Reports monthly to the Supportive Services Supervisor.
- Maintains working knowledge of Section 8 Program requirements, U.S. Department of Housing and Urban Development (HUD) rules, lease documents, and Colorado landlord/tenant laws, for effective advocacy of participants and education of Section 8 landlords.

## **3. OTHER DUTIES AND RESPONSIBILITIES**

- Maintains knowledge of available housing in Grand Junction and surrounding areas.
- Interprets landlord/tenant laws and lease documents.
- Maintains knowledge of human service resources in the community. Establishes and maintains effective working relationships with other human services delivery agencies. Informs and refers clients, as appropriate.
- Uses a time management system and other organizational tools set up by the GJHA to organize tasks and manage time effectively.
- Responsible to maintain desk in a neat and clean manner. No information relating to applicants and tenants, including files and computer screens, should be visible to office visitors or left on the desk after work hours.

#### 4. QUALIFICATIONS

- Requires high school diploma or equivalent and two years minimum experience in social work or related human services field, file or case management experience, legal experience in landlord/tenant laws, or combination of all is preferred.
- Must have excellent written and verbal communication skills. Proficiency in Word for Windows is a necessity. Must have the ability to work independently in a shared work environment.
- Spanish speaking preferred.
- Minimum amount of out-of-town travel is required for occasional training seminars.
- Requires a valid Colorado Drivers License and the ability to be insured at standard rates.
- This position is not sedentary. The Housing Advocate Coordinator will be visiting participants in their homes which include apartments, houses, townhouses, trailer homes, etc., most of which are not wheelchair accessible.
- Criminal background checks are required and a pre-placement physical may be required.

**\*Full time regular employee. This position is funded on a year-to-year contractual basis.**