



JOB TITLE: Emergency Housing Voucher (EHV) Housing Coordinator

DEPARTMENT: Texas Balance of State Continuum of Care

REPORTS TO: Emergency Housing Voucher Manager

ABOUT THN:

Incorporated in 1991, Texas Homeless Network (THN) is a 501(c)(3) non-profit organization that is dedicated to addressing homelessness statewide through education, resources, and advocacy. THN provides training and technical assistance on best practices to prevent and end homelessness. THN serves as the lead agency and Homeless Management Information System (HMIS) lead agency for the TX Balance of State CoC (TX BoS CoC), which covers 215 counties in the state.

DESCRIPTION:

THN seeks to fill the full-time position of Emergency Housing Vouchers (EHV) Housing Coordinator. This position is a part of the Texas Balance of State Continuum of Care's (TX BoS CoC) Planning team. EHV is a high-priority activity for the agency and THN is hoping to hire for this position as soon as possible.

On May 5, 2021, the Department of Housing & Urban Development released [Notice PIH-2021-15](#), as the implementing rule of provisions of the [Emergency Housing Voucher \(EHV\) program](#) as authorized by the American Rescue Plan. Twenty-seven Public Housing Authorities (PHAs) in the Texas Balance of State CoC are administering EHV, including the Texas Department of Housing and Community Affairs (TDHCA) as the state housing agency. These vouchers require an unprecedented level of support from Continuums of Care for successful implementation and will play a key role in ending homelessness and preventing, preparing for, and responding to COVID-19. The EHV Housing Coordinator will support systems change efforts by working with PHAs, service providers, and other community partners to implement referral processes and service delivery plans to house persons at risk of or experiencing homelessness through emergency housing vouchers. The EHV Housing Coordinator will provide technical assistance, education, and training to staff, agencies, and communities. The purpose of technical assistance is to catalyze systems change, integrate stakeholders into the TX BoS CoC's housing crisis response system, and ensure successful implementation of the EHV Program in the TX BoS CoC.

This position is responsible for developing, managing, and continuously improving the housing search and assistance process to increase the number of units accessible through a tailored housing plan. The EHV Housing Coordinator collaborates with program staff, clients, and property managers to identify and secure housing

placements virtually, through a Housing First approach. The EHV Housing Coordinator is an integral part of the EHV team, ensuring that clients no longer experience homelessness and have the necessary support to maintain housing stability. The EHV Housing Coordinator increases access to both private and public rental properties throughout TX BoS CoC.

This position is time-limited and grant-funded, and employment is contingent on the continued receipt of grant funds. **The position is set to expire a year after the initial start date.**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Emergency Housing Voucher (EHV) Tenant Housing Search and Assistance (100%)**
 - Identifies affordable housing properties in [eligible counties](#) where clients can reside giving consideration to special populations.
 - Able to communicate to property managers and prospective property managers the incentives for housing people with negative or no rental history, criminal background, mental illnesses, substance abuse issues, and/or inadequate or no income.
 - Understands tenant's rights and will be available to mediate if problems arise with property manager/tenant relationships.
 - Continually evaluates housing trends and client needs. Communicates results and issues to appropriate groups and partner agencies.
 - Maintains a housing directory developing strategic partnerships with property managers to increase availability to clients experiencing homelessness and to clients at risk of losing housing.
 - Understand and implement the Housing Search Assistance operational requirements in [Notice PIH 2021-15](#)
 - Other duties as assigned

QUALIFICATIONS:

No specific degree is required for this position. Interested candidates should highlight any education or training they have received that will lend to this role.

Required

- Passion for justice, equity, ending homelessness and the belief it is possible
- Working knowledge of the rental housing market in Texas
- Understands Housing First & Person Centered Framework
- Ability to analyze, develop, and implement solutions to problems
- Excellent interpersonal and communication skills
- Ability to work independently and collaboratively with multiple stakeholders
- Detail-oriented with good organizational skills and the ability to set priorities to meet deadlines on schedule

Preferred

- Knowledge and skills in identifying affordable housing units
- Experience with property management and/or housing inspection
- Nonprofit experience (volunteer or paid) and understanding social service programs
- Working knowledge of TAA and TAR leasing structures and practices

WORKING CONDITIONS:

- Remote work possible
- Some travel may be required to the Austin/Travis County area.
- Must reside in the State of Texas

PAY AND BENEFITS:

- This is a salaried position starting at \$52,500, commensurate with experience.
- THN offers generous employee benefits including:
 - 100% employer-paid health, dental, vision insurance, and 50% employer-paid for dependents
 - 2% employer matching 401(k) retirement plan
 - Paid time off such as holidays, self-care days, and winter break
 - 12 weeks paid parental leave
- Flexible work schedule and opportunity to distance work with supervisory approval.
- This position is grant-funded, and employment is contingent on the continued receipt of grant funds.

HOW TO APPLY:

Email a cover letter, resume, and list of three references to hr@thn.org. This position will remain open until filled. Only those selected for an interview will be contacted. Please include "EHV Housing Coordinator" in the subject line.

We are committed to Employment Equity, and we encourage applications from all qualified candidates. THN is an Equal Opportunity employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including those with a lived experience of homelessness; people of color, LGBTQ identified people, gender-nonconforming people; as well as individuals with disabilities, veterans, and people who speak a language in addition to English.

INTERVIEW PROCESS:

What to expect as an applicant for a THN position:

- Applicant will receive an email from Human Resources to schedule an interview
 - Currently, all interviews will take place virtually
- Applicant will receive interview questions one-business day prior to the interview
- Applicant will be notified in a timely manner if another interview is required or if they will not be moving forward in the hiring process

