

Downtown Congregations to End Homelessness

Job Description

Title: Rental Assistance Processor

Reports to: The Executive Director*

Part-time: 20 hours per week for six months

Pay: \$15/hour

Purpose of Position: To facilitate and manage the Downtown Congregations to End Homelessness Emergency Rental Assistance Pilot Program.

Scope of Position: Manage and evaluate applications for Emergency Rental Assistance from DCEH clients. Coordinate rental assistance volunteers across member congregations. Maintain positive working relationships with landlords and clients to mediate their tenancy.

ROLES AND RESPONSIBILITIES

- Process collected applications from member congregations
 - Ensure that applications collected by congregations are accurate and consistent
 - Train congregational volunteers and staff as needed on how to process applications
 - Coordinate applicant meetings across member congregations
- Contact landlords and make arrangements for clients to keep their housing
 - Maintain a positive professional relationship with local landlords
 - Advocate with landlords on behalf of the client to resolve outstanding issues
 - Work out payment plans with clients and landlords for any DCEH rental assistance
- Review application packets collected by DCEH service provider volunteers
 - Ensure that the applicant meets program requirements and has all of the proper documentation for qualification
 - Decide, with the Rental Assistance Team, which applicants to fund
 - Manage the internal intake database and all record keeping

Other duties as needed or assigned

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position.

Faith-Based Employment

An employee of a faith-based organization must show respect for all faith traditions, which is consistent with and supportive of the mission and shared values of the collaboration. The employee's behavior must not violate the values of the faith communities.

POSITION QUALIFICATIONS AND SKILLS

- Two years of relevant experience and a basic understanding of rental leases
- Excellent communications skills, both written and verbal
- Proficiency in Microsoft Office Suite or equivalent program(s)
- Understanding of the intersection of the mission and work of non-profits, government entities, and religious congregations

POSITION COMPETENCY AND VALUES

- Passion for the vision of ending homelessness through a faith perspective
- Understanding and respect for the plurality of faiths and their traditions
- Team work skills to lead volunteers and coordinate with a variety of staff
- Drive to treat a diverse clientele with dignity and compassion
- Ability to multitask and work independently with limited supervision
- Interpersonal skills to connect with clients, landlords, and volunteers

Please send resume and cover letter to info@dceh.org

*The fiscal Agent and employer for the Downtown Congregations to End Homelessness is Plymouth Congregational Church (1900 Nicollet Avenue South, Minneapolis, MN 55403).
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