



An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
23-022	Landlord Liaison
Number of Openings	Compensation (Depending on Experience)
1 or more (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$60,444.80 - \$96,616.00 annually

Opening Date	Closing Date
May 11, 2023 <i>Applications are reviewed on a rolling basis.</i>	June 11, 2023 (or until filled) <i>The closing date may be earlier based on applications received.</i>
To Apply and Required Documents	Conditions of Employment
This position is open to both internal and external applicants. Applicants should: <ul style="list-style-type: none">Submit a cover letter and resumeComplete online an application - to apply click here <i>Incomplete applications will not be considered.</i>	Upon a conditional offer of employment, candidates must complete: <ul style="list-style-type: none">Background investigation which may include: (education, criminal history, credit, fingerprints, and DMV)Workplace drug testing (including marijuana*)Valid Nevada driver's license and clean driving record

*As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.

Employee Benefits
Pay is only part of the generous total compensation package you receive while working for our premier agency. Employees enjoy a 3-day weekend; free parking, 3 weeks vacations (years 1 and 2); 13 sick days; 14 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer Funded or Employee/Employee-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.

Overview
The Southern Nevada Regional Housing Authority (SNRHA) is currently recruiting for a Landlord Liaison to join our team. Through its public housing programs, SNRHA provides affordable housing to low- and moderate-income households. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - www.snrha.org .
For candidates relocating from out-of-state, more than its famous strip which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S. with residents enjoying no state income tax, no county income tax, no inheritance tax, and lower property taxes.

Duties and Responsibilities
Lead agency-wide efforts to market Southern Nevada Regional Housing Authority's Housing Choice Voucher program to new and existing landlords and owners, and expand and sustain the number of housing opportunities available to voucher rental participants. Work in partnership with agencies providing supportive services to voucher program participants.

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics or any other characteristic protected by federal, state or local laws.

- Serve constituencies in pursuit of increasing access to housing for people experiencing homelessness - landlords, partnering service agencies, and tenants.
- Conduct targeted outreach to landlord and property managers of rental units to educate them on the benefits of participating in the Housing Choice Voucher program.
- Create incentives for landlords to relax screening criteria for people experiencing homelessness and housing instability, and work with landlords to access resources.
- Create partnerships with landlords to overcome barriers that prevent voucher households from obtaining permanent housing.
- Using leasing statistics, market data, and other sources of information, identify opportunities to expand the number of housing units available to voucher participants.
- Analyze and prepare statistical data and develop navigation strategies.
- Coordinate landlord outreach efforts with local partners including apartment associations, the Board of Realtors, the tenant council, and other community partners.
- Develop and maintain a network of professional contacts in the property management and real estate industry.
- Via briefings, workshops, receptions, roundtable discussions, and focus group meetings, proactively recruit landlords and community partners to participate in housing programs.
- Educate landlords and tenants about their respective rights and responsibilities.
- Serve as the primary point of contact for negotiating with landlords if challenges emerge related to rental payment, housing conditions, or other concerns that may lead to eviction.
- Work collaboratively with team members to develop promotional materials and presentations to help educate, inform, and entice landlords and property managers to participate in reducing homelessness in our community.
- Collect and share feedback from landlords about housing programs with team members.
- Work closely with housing specialists in the coordination of residential support services.
- Administer and monitor the usage of flexible funding to assist families with rental application fees and security deposits.
- Participate in professional groups, committees, and memberships and keep abreast of trends and innovations in the Housing Choice Voucher Program.
- Support the relationship between SNRHA and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and SNRHA staff.
- Perform related duties and responsibilities as assigned.

This announcement is a summary of typical job functions and not an exhaustive or comprehensive list of all duties and responsibilities.

This position is eligible for participation in the collective bargaining unit (SEIC) representing certain Southern Nevada Regional Housing Authority employees.

Minimum Qualifications

Applicants who meet minimum qualifications may be further considered for this position. Applicants should possess the following:

- Bachelor's degree in social work, counseling, human services, or related field.
- Three (3) years of experience in affordable housing, property management, real estate, or related industry.
- Thorough knowledge of landlord/tenant laws and Fair Housing regulations.
- Experience working with homeless or other vulnerable populations.
- Excellent communication, conflict resolution, negotiation, problem-solving, crisis management, and organizational skills.

Preferred Qualifications

Preference may be given to applicants who possess the following:

- Bilingual skills (English/Spanish).
- Prior experience working with a housing choice voucher program.
- General knowledge of social services available to vulnerable populations within the city.
- Experience in project or program management.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Evaluation factors include but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, and background investigation.

Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact the HR Department (702.477.3171).

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