



Position: Landlord Engagement Technical Assistance Specialist

FLSA Status: Exempt

Job Status: Full-time

Reports To: Landlord Engagement Manager

Supervises: None

The Landlord Engagement Technical Assistance Specialist is responsible for designing program modules and delivering training and technical assistance to strengthen the effectiveness of the Landlord Engagement program. This role focuses on strengthening landlord awareness of supportive services and resources available to tenants, as well as providing guidance to Housing Case Managers in navigating the rental market in Tarrant and Parker counties.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- In collaboration with the Training Department, support the implementation and management of key workshops, or trainings that directly impact all parties within the Landlord Engagement program.
- Create and operationalize informational events highlighting housing opportunities in Tarrant and Parker counties. Such as Shared Housing Mixers, Housing Fairs, etc.
- Maintain all aspects of the communities housing search platform, Padmission.
- Identify gaps in how Partnership Home provides landlord and case manager support and design and execute action plans for improvement.
- Identify and implement system support opportunities to better inform clients, providers and landlords of potential housing solutions.
- Build and maintain partnerships with external agencies that support program goals. E.g., Legal Aid, Mediation Services, Housing Resources.
- Participate in agency-wide community events as needed or required.

QUALIFICATIONS

- Demonstrated knowledge of the rental housing market in and around Tarrant County.
- Experience in planning and executing training, workshops or outreach initiatives.
- Previous multi-family housing experience is strongly preferred.
- Knowledge of Continuum of Care systems beneficial.

COMPETENCIES

- Technical proficiency with data systems, virtual training tools, and communication platforms.
- Ability to engage with diverse groups to effectively deliver clear messaging.
- Confidant in delivering trainings, workshops, and other informational needs to large groups.
- Strong planning and organizational skills.
- Proficiency in creating both digital and print-ready content.

WORK BEHAVIORS

- Represent Partnership Home in a professional manner at all times
- Desire and commitment to prevent and end homelessness
- Maintain confidentiality of clients served
- Promote a solution-oriented environment
- Work collaboratively with other personnel and/or service providers or professionals
- Maintain professional boundaries

GALLUP CLIFTON STRENGTHS ALIGNMENT

- Restorative
- Developer
- Achiever
- Activator
- Positivity

WORK ENVIRONMENT

A blend of desk work, traveling to external partner locations and standing for workshops or presentations should be expected. Occasionally after hours and off-schedule time will be required to support major projects and special events, such as the annual point-in-time Homeless Count.

STATEMENT ON DIVERSITY

The staff, customers, stakeholders, and colleagues of Partnership Home reflect the diversity of our community. Partnership Home's services conform to Federal Fair Housing Laws and the City of Fort Worth's public policies on non-discrimination. Employees of Partnership Home are expected to treat all persons with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/ or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, gender identity or gender expression.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed

appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.