



Kentucky Refugee Ministries, Covington Housing Specialist (Full-Time)

The Housing Specialist will assist the Housing Coordinator in securing apartments and single-family rental housing for KRM's refugee and immigrant arrivals, in most cases, before clients arrive in the United States/Northern Kentucky. The Housing Specialist will work extensively in the field to find housing options, review listings, make contacts, work with existing KRM housing partners, and develop new ones. Property owners or managers making housing available to KRM clients vary from large real estate or property management companies to individual investors. Both before and after clients' arrival, the Housing Coordinator will work with clients, property owner/manager, other KRM staff, and community members to ensure that refugees and immigrants have access to affordable housing in the Northern Kentucky region and to help make these neighborhoods, inclusive, welcoming and safe for immigrants and long-time residents alike.

No special provision or rent subsidy exists for refugee access to the local affordable housing market. All housing is obtained at market-rate rents. Housing for newly-arrived refugees and immigrants must be accessible to TANK bus lines. KRM does not co-sign leases for client rental housing but does assume payment responsibility until clients can assume housing costs through employment or other income.

Job Duties and Responsibilities

- Identify prospective rental units and contact property owners
- Secure units for occupancy prior to client arrival
- Inspect prospective or secured housing
- Consult with family members of arrivals already resident in Northern Kentucky (US Ties) about the housing placement of soon-to-arrive family members from overseas; coordinate housing search with U.S. Ties, to the extent possible
- Submit vouchers to KRM's Finance office for client rents and security deposits; ensure that checks get mailed or delivered to property owners/managers in a timely fashion
- Create an Excel spreadsheet of initial expenses, including for housing, the agency makes on behalf of clients
- Call to set up gas, electric, water and trash removal service for units, as needed · Check on housing maintenance issues before and after clients' arrival · Coordinate access to the unit with KRM's Donations so furniture, household items, and food can be placed in the unit prior to clients' arrival
- Arrange lease signings, including the participation of bilingual interpreters, to explain lease terms to clients

- Facilitate and participate in discussions with property owners/managers, case management staff, and clients regarding clients planning to relocate from their housing
- Conduct home visits to instruct clients on home maintenance requirements and procedures
- Follow-up on client reports of unresolved maintenance issues; assist, where needed, in reporting problems to the property owner/manager
- Respond to communications from property owners/managers relating to late or unpaid rent and refer such communications to case management staff
- Find temporary or permanent housing for KRM clients who have been victims of domestic violence, face eviction, or for other reasons needing to relocate on an urgent basis

Community Building

- Participate in Block Watch and other community and police efforts to improve safety in low-to-moderate-income neighborhoods where refugees live
- Participate, along with KRM staff and other partners, in the organization of neighborhood recreation, youth, or arts events to build community in neighborhoods where KRM clients live;
- Participate in the planning and development of neighborhood-based community gardens or microenterprise projects involving refugees
- Coordinate volunteers participating in home maintenance, yardwork, neighborhood clean-up, or beautification projects

Housing Development

- Represent KRM, along with the Housing Coordinator and Resettlement Director, in community discussions with developers, city officials, and other stakeholders related to the development of affordable housing in Northern Kentucky for immigrants and other low-to-moderate-income residents
- Monitor and participate in Church World Service (CWS) housing development efforts designed to increase refugee and immigrant access to housing.
- Assist with grant applications and grant reporting, including data collection, related to housing coordination and development
- Assist KRM staff in identifying KRM clients who may be interested in transitioning from renting to first-time home-ownership
- Support KRM's staff by providing home-ownership counseling to clients as needed

Agency Profile

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service (CWS), one of nine national voluntary agencies authorized to provide resettlement services to refugees admitted to the United States through the State Department's Refugee Admissions Program. KRM also has offices in Lexington and Covington, Kentucky. In addition to refugees, KRM serves Afghan, Ukrainian, and Cuban parolees and individuals from various countries who have been approved for or are applying for asylum.

KRM secures housing and medical care for refugees and provides them with comprehensive case management, including employment services, ESL and cultural orientation, and specialized

programs for refugee youth and elders and the arts. KRM also offers citizenship classes for immigrants preparing to apply for naturalization.

KRM staff do not engage in any religious messaging in connection to the delivery of client services.

Job Requirements and Needed Skills

- Excellent interpersonal skills; ability to represent agency well with housing partners
 - Strong organizational skills and ability to manage multiple deadlines and priorities ·
- Proficiency with MS Office, including Excel, and agency online databases · Good detail orientation and ability to precisely manage and document client housing expenses
- Team orientation; ability to work in coordination with KRM staff in different service areas (case management, donations, volunteer coordination, finance)
 - Strong advocacy skills to help secure fair access to housing for immigrants, and with regard to following up with property owners/managers on maintenance problems · Ability to drive agency or personal vehicles
 - Good knowledge of neighborhoods in the Northern Kentucky area, housing market, and bus lines
 - Commitment to honest, ethical statements and representations

Compensation and Benefits

This position is a full non-exempt position, with 40 hours a week required. The hourly pay rate is commensurate with experience and background. Benefits: Medical, dental, vision, and life insurance are available. Paid vacation, holidays, sick, and personal days are available for all full-time employees.

To Apply

Interested applicants should reply with a résumé and cover letter by Friday, September 22nd to—

Wilson Mejia
Resettlement Director
Kentucky Refugee Ministries
321 W. Martin Luther King Jr. BLVD
Covington, KY 41011
Email: wmejia@kyrm.org

Only applicants selected for an interview will be contacted.