



## **Kentucky Refugee Ministries, Louisville Housing Specialist (full-time)**

### **Summary**

The Housing Specialist assists the Housing Coordinator in securing apartments and single-family rental housing for KRM's refugee and immigrant arrivals, in most cases, prior to clients' arrival in the United States/Louisville. There is no special provision or rent subsidy 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 TARC 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.

The Housing Specialist will work extensively in the field to find housing options, reviewing listings and making contacts, working with existing KRM housing partners and developing 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 Specialist 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 Louisville; and to help make Louisville neighborhoods, inclusive, welcoming and safe for immigrants and long-time residents alike.

### **Job Duties and Responsibilities**

#### Housing Coordination

- 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 Louisville (US Ties) about the housing placement of soon-to-arrive family members from overseas; coordinate housing search with U.S. Ties, to 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 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 Office 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, to report problems to 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 need to relocate on an urgent basis

### Housing Development

- Represent KRM, along with the Housing Coordinator and Executive Director in community discussions with developers, city officials and other stakeholders related to the development of affordable housing in Louisville 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

### **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 ten 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, Cuban and Haitian 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's immigration legal services office provides services to immigrants of all statuses. KRM also provides services to immigrant victims of crime.

KRM staff do not engage in any religious messaging in connection to delivery of 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 Louisville neighborhoods, housing market and bus lines
- Commitment to honest, ethical statements and representations

### **Hybrid Schedule and Vaccine Requirement**

- KRM staff are currently required to work at least three days a week, or 60% of scheduled hours, in-person, either in the office or the field. Remaining hours can be worked remotely. Immediate time-sensitive service requirements may require more than 60% in-office or in-person work.
- All KRM employees are required to show proof of vaccine against COVID-19

### **Compensation and Benefits**

- Non-exempt position, 40 hours per week
- Pay based on background and experience, in the range of \$22/hour to \$24/hour
- Medical, dental, vision and life insurance; paid vacation, holidays, sick and personal days
- 401(k) retirement plan with a 5% fully-vested KRM match after one year of service

### **To Apply**

Interested applicants should reply with a résumé and cover letter by Tuesday, September 26, to—

John Koehlinger  
 Executive Director  
 Kentucky Refugee Ministries  
 969-B Cherokee Road  
 Louisville, KY 40204  
 Email: [jkoehlinger@kyrm.org](mailto:jkoehlinger@kyrm.org)

Those who have previously applied for a position at KRM are eligible to reapply. Only applicants selected for an interview will be contacted.