

**Al Sigl Center for Rehabilitation Agencies, Inc.**  
**Position Description**

**Job Title:** Monroe Housing Collaborative Housing Community Liaison

**Reports to:** Al Sigl President as Monroe Housing Collaborative Board President

**FLSA Status:** Exempt

**Summary/Objective**

The Monroe Housing Collaborative provides housing assistance to individuals in our community living with disabilities. The Community Housing Liaison is responsible for all aspects of the organization and reports to the Board of Directors.

**Essential Functions**

- Serves as a resource to link individuals with a disability to affordable and safe housing which meets their needs. This includes but is not limited to accessibility, proximity to: shopping, entertainment, and public transportation and community resources. Assists with applying for housing as needed.
- Provides linkage and referral to individuals with barriers to housing.
- Works with website developer to maintain and update the MHC website to ensure the website is a useful and effective resource for intended users. Researches and applies for grants that are in line with the mission and vision of the MHC. Oversees the implementation of grant funds.
- Collaborate with affordable housing providers to gather information necessary to have website reflect current types of housing.
- Advocates for the development of affordable housing options for individuals with disabilities.
- Manage meetings for Monroe Housing Collaborative Partners as necessary to effectively perform job duties.
- Participates in conferences, workshops and in-service training to enhance job skills and professional growth and development.
- Identifies and seeks out and develops relationships with key housing related resources in the community.

**Competency Requirements**

- Knowledge of housing development funding requirements including but not limited to Home and Community Renewal, Housing Urban Development, Federal Home Loan, Office of Temporary Disability Assistance, Emergency Solutions grants, and City of Rochester/County of Monroe funding resources.
- Knowledge of Housing subsidy programs including Section 8, OPWDD ISS, TBI Waiver Housing Vouchers.
- Ability to maintain website.
- Ability to develop agendas, host effective meetings, and maintain accurate minutes.
- Understanding of rent subsidy options for individuals with disabilities.

**Required Education and Experience**

- Bachelor's Degree (Relevant experience can be substituted for education)
- Minimum of 3 years of experience in this or a related field preferred.
- Completion of Housing Navigation training preferred.
- Knowledge of the affordable housing resources in the Greater Rochester Area preferred.

Submit Cover Letter and Resume to:

Stacey Wallenhorst, Vice President & CFO  
Al Sigl community of Agencies  
1000 Elmwood Avenue  
Rochester, NY 14620  
swallenhorst@alsigl.org