



## **Housing Liaison**

Full Time Equivalency/Exempt: 40 Hours Per Week  
Reports to: Statewide Director, Voices for Florida

### **Position Summary**

This position will be accountable for and lead the planning, executing, and ensuring compliance by all parties related to the successful implementation of the Voices for Florida Housing Assistance Network (V-HAN). The Housing Liaison will act as liaison between Open Doors Outreach Network (ODON) and allied professionals in the housing and consulting fields. Specifically, this position will execute the statewide administrative, programmatic and operational structure that supports the provision transitional housing assistance to eligible clients. V-HAN will provide transitional housing assistance to survivors of sex trafficking that are identified by the Open Doors Outreach Network.

### **Duties for Housing Liaison**

Duties encompass all systems and processes to ensure contract compliance with use of project funds; vendor oversight and monitoring; coordination with the training protocol for personnel, contractors, and community organizations associated with the project; tracking and recording of services provided; and generally managing the initial launch and continual improvement of the Voices Housing Assistance Network (V-HAN).

### **Specific Responsibilities**

#### Outreach

- Ensure that stakeholders understand the core components of the Voices Housing Assistance Network (V-HAN) model
- Lead stakeholder initiatives to increase public awareness of the availability of services
- Facilitate housing roundtable for Survivor-Mentors to discuss housing best practices and make recommendations for policies and procedures that are victim-centered and trauma informed

#### Project Implementation and Continual Improvement

- Lead the development of a detailed implementation plan to roll-out the service delivery project consistent with the allocation of grant funds and deliverables
- Evaluate other service providers and consultants and recommend the best local and prospective project partners
- Respond to stakeholder feedback on the project

- Provide oversight and review of wraparound services for ODON teams working with survivors placed in housing, including plans for transition out of the program

#### Compliance

- Ensure progress reports and grants are completed in a timely and accurate fashion for funders, boards and other entities as required.
- Communicate results of reports to Voices for Florida staff
- Define the key metrics and data points to be used in the evaluation of project outcomes
- Analyze monthly results to ensure compliance with contractual requirements and to discern emerging trends
- Formalize partnerships and Memorandums of Understanding

#### Manage Project Network

- Establish and implement best practices in all housing services provided to victims of sex trafficking and sexual exploitation
- Demonstrate expertise in housing strategies and ensure that the implemented protocols comply with the principles and practices of the survivor-mentor and trauma-informed program model
- Serve as resource to service providers by being knowledgeable and articulate with respect to research-based best practices in field of trauma-informed housing services to victims of sex trafficking

#### Additional Duties

- Participate in Voices staff meeting and other planning efforts around the strategic direction of the organization and the connections between Voices Networks
- Ensure that goals and deadlines for program staff are met
- Develop relationships with regional providers
- Identify events and occurrences within the local community and statewide regions where opportunities for public awareness of the project exist.
- Perform other tasks and assume other responsibilities on an as needed basis

### **Requirements for Housing Liaison**

A graduate degree is preferred with an emphasis in policy and administration, or public administration, or a similar field, with one-year managerial experience with a 501 c (3) organization, housing program, or government agency with a statewide focus involving housing planning and implementation, or administering statewide services; or, a Bachelor degree and three years of managerial experience as described above.

The candidate must have a proven track record of creating and leading cross-functional teams to achieve organizational goals including external stakeholders. Candidate must also have excellent computer, written and oral communication skills, including the ability to communicate with diverse stakeholders, and all levels of management. Applicants must demonstrate the ability to monitor and ensure compliance with legal and regulatory requirements that apply to 501(c)(3) organizations. Candidate must understand relationships with local, state and federal government and its offices, departments and agencies and is able to represent the organization effectively.

Applicants must have experience in managing contract compliance, including the development of a systematic process to track payments and other contractual requirements, and assess vendor and consultant compliance with contract terms and deliverables. Applicants must also have project management skills and highly effective organizational abilities. Familiarity with research-based best practices related to services for victims of sex trafficking is preferred. Flexible work hours and travel are required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to handle documents and to operate personal computer and other office machines. This employee must also be able to hear and speak. This employee must be able to respond quickly to sounds. This employee must have the ability to move safely over uneven terrain or in confined spaces. This employee must have the ability to see and respond to dangerous situations. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The above physical demands are essential for ADA requirements.

This position will initially be virtual with eventual migration back to work in offices in Tallahassee, Florida. Applicants from the Tallahassee, FL area and those willing to relocate are encouraged to apply.

Salary Range: \$45,000 – \$49,900