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**Job Description**

**Job Title: Network Housing Developer**

**Division:** Corrections Transition Program (CTP)

**Program:**  B.R.I.D.G.E To Home Program (B2H)

**Reports to:** B2HSupervisor

**FLSA Status:** Exempt

**Effective Date**: Created *June 2025 | Updated Sept 2025*

**DIVISION OVERVIEW:**

The Corrections Transition Programs (CTP) is a statewide network of clinical reentry management services with the overall purpose of increasing opportunities for successful reentry outcomes. CTP provides specialized case management services to help people prepare to return to their families and communities after incarceration. CTP works both inside prisons and in communities to provide reentry support, including, but not limited to, behavioral health referrals, public benefits enrollment, finding employment and housing resources and obtaining state IDs and vital records.

**POSITION SUMMARY:**

The B.R.I.D.G.E To Home Program serves individuals returning from Illinois prisons who face significant and often compounded barriers to successful reentry. Frequently excluded from traditional housing and support systems, these individuals are at increased risk of homelessness and recidivism. The program’s primary goal is to provide permanent supportive housing for individuals traditionally considered hard to place, creating a foundation for long-term stability and successful reintegration into the community. Guided by low-barrier, housing placement principles, the B2H Program eliminates preconditions such as abstinence or mandatory treatment participation, offering immediate access to housing.

**The Network Housing Developer (NHD)** supports the PSH program by identifying and expanding safe, affordable housing opportunities for justice-impacted individuals. The NHD builds and maintains strong relationships with landlords, property managers, and housing providers to secure units and address barriers to housing access. Working closely with the PSH team, the NHD serves as a key liaison—communicating housing availability, lease updates, and any changes affecting client placement. The role also includes developing landlord engagement strategies and to ensure housing quality and client stability and education adherence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist individuals in attaining affordable housing. Maintain relationships and work toward establishing and fostering communication between TASC, behavioral health entities, public agencies, and community resources. (Approximate 75% of time spent in this area)

* Recruit landlord and building owners who want to lease to PSH participants in the Central and metro east region of the Illinois to include St. Clair, Madison and Sangamon counties;
* Recruit new landlords and provide education on program eligibility, support services, and landlord/tenant responsibilities.
* Complete rental pre- move in readiness inspection with client and landlord - assessing for building code violations, lease assessment review for sublease, grievance process, etc.
* Conduct quarterly property inspections with clients and landlords
* Work with landlords and property managers to address any lease or client issues, document all incident reports with landlords and TASC
* Assist with processing new rental applications; create a rent computation on new applications and assist with obtaining keys and move in details.
* Answer inquiries regarding rent charges, admission policies and procedures for new landlords.
* Make recommendation for termination of assistance when appropriate; assist with client move out and final unit inspection with landlord.
* Completes a variety of daily, weekly and monthly logs and reports
* Utilize internal ECR to document all client engagement activities
* Attend all PSH trainings as requested and require by funder
* Create an affordable housing directory for PSH program

Participate in community meetings, trainings and projects including multi-disciplinary staffing, vocational- and educational-programming, and other meetings assigned (Approximately 20% of the time spent in this area)

* Develops effective working relationships with the internal and external partners
* Network with other affordable housing providers in the region
* Participate in meetings to adjust, update or revise individual service plan

Other function (Approximately 5% of the time spent in this area)

* Ensure that confidential information relating to the organization, its staff, and individuals is kept confidential
* Be an excellent steward of TASC, modeling the core values of the organization
* Other duties as assigned

**COMPETENCIES**

Planning/Organizing | Communication | Data Management/Utilization | Customer Relations | Problem-solving |Microsoft Office Suite| Productivity/Accountability| Excellent Communication | Attention to Detail | Flexibility | Relationship Building | Trauma Informed Care | Collaboration/Teamwork | Time Management

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Bachelor’s degree in Social Work, Urban Planning, Real Estate, Human Services, or related field (or equivalent experience).
* Minimum 2 years of experience in housing placement, landlord engagement, property management, or community development; familiarity with HUD housing programs, or local rental assistance models such as Section 8, etc.; knowledge of housing systems, fair housing laws, and supportive housing models (e.g., Housing First) a plus.
* Experience in community outreach and building relationships with community providers
* Ability to manage complex landlord-tenant situations, including lease agreements or violations, unit inspections, eviction prevention, and tenancy retention.
* Strong interpersonal, negotiation, and conflict-resolution skills.
* Ability to work independently and collaboratively across multidisciplinary teams.
* Proficiency in Microsoft Office and housing database tools.
* Excellent verbal, written, and interpersonal communication skills.
* Excellent time management skills with a proven ability to meet deadlines
* Valid driver’s license and reliable transportation and proof of insurance.
* Proven ability to serve individuals from varied backgrounds; bilingual candidates are highly encouraged to apply.
* Individuals with justice-involved backgrounds or other lived experiences are welcomed and encouraged to apply. Will be required to pass all required background checks

**SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

**WORK ENVIRONMENT**

This job may require you to work in a secured setting or TASC professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and/or fax machines.

**PHYSICAL DEMANDS**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Frequently lifts, carries or otherwise moves and positions objects weighting up to 15 lbs. Frequently bends, kneels and crouches. Repetitive movement of hands, arms, and legs. Continuous walking, standing, and moving about the work location or partner agencies. The noise level in the work environment is usually moderate.

**POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m. with occasional evening and/or weekend hours. Hours of operation may change based on the need of the program and in mutual agreement with external partners and TASC.

**TRAVEL**

Travel is determined by work site location. Although some out-of-the area and overnight travel may be expected. Must be available to attend meetings and meet the needs of the program throughout the city, counties or wherever needed (a valid driver’s license, current auto insurance and reliable automotive transportation are required).

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes their understanding of the requirements, essential functions and duties of the position.

Employee Signature Date

Supervisor Signature Date