

## Job Description



<u>Job Title:</u>	Housing Specialist
<u>Department/Program:</u>	Housing Department
<u>Classification:</u>	Non-Exempt
<u>Status:</u>	Full Time-Regular (35 to 40 hours per week)
<u>Immediate Supervisor:</u>	Housing Program Manager
<u>Primary Job Location:</u>	New Bremen or Watertown Offices and other assigned work sites throughout the counties of Jefferson and Lewis.

### **General Statement of Duties:**

The incumbent will perform all functions related to the general operation of the Housing Assistance Program and will assist in all daily activities. The incumbent will conduct enrollment interviews to determine program eligibility and verify consumer information. The incumbent will be responsible for record keeping, maintaining landlord and tenant relationships, and disseminating educational materials. The incumbent also will provide support and assistance to the Program Manager in program planning and the implementation of agency policy.

### **Essential Job Functions:**

The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below, and essential functions may change.

1. Prepares contracts and leases for submission to the Administrative Assistant and the Program Manager for finalization. Assists in finalizing negotiations, term of lease/contracts, agency determinations, and payments authorizations.
2. Conducts housing quality standards inspections and follow-up negotiations with tenant/landlord regarding inspection results/deficiencies.
3. Maintains timetable and initial gathering of data for income, landlord agreement, and other pertinent information needed for recertification and new contracts.
4. Consults and advocates with other agencies on consumer's behalf.
5. Prepares necessary correspondence in support of routine duties.
6. Maintains all required documents in consumer files as required by regulation and best practices.
7. Remains knowledgeable and up to date with current housing regulations.
8. Correlates and assembles files for disposition prior to payment account request (PAR) recording.
9. Conducts inspections and direct services for the Shelter Plus Care Programs. (additional function assigned to select Housing Specialists by the Housing Program Manager)
10. Prepares recertification (computer) letters for both the consumer and landlord on a monthly basis. (additional function assigned to select Housing Specialists by the Housing Program Manager)
11. Family Self Sufficiency Program (additional function assigned to select Housing Specialists by the Housing Program Manager)
  - a. Performs the daily operation of the program.
  - b. Maintains accurate records, prepares contracts, and assists the consumer with the development of their goals/service plan for the program.
  - c. Provides outreach, promotion, and enrollment into the program.
12. Homeownership Program (additional function assigned to select Housing Specialists by the Housing Program Manager)
  - a. Performs the daily operations of the program.
  - b. Provides outreach, promotion, and enrollment of consumers into the program.
13. Consistently demonstrates a commitment to Opportunities' mission, objectives and outcomes.
14. Consistently displays good work habits, initiative and enthusiasm, and invests in learning opportunities to discover, develop, and apply new skills.
15. Consistently demonstrates the ability to effectively interact with co-workers, consumers, vendors, outside agencies, and the public with emotional maturity, good judgment, tact, and courtesy.
16. Efficiently communicates, comprehends, and carries out oral and written instructions.
17. Ensures consumer confidentiality according to regulations and agency policy.

18. Properly reports all work-related accidents and completes the appropriate reports.
19. Attends all meetings and trainings as required by the agency and in compliance with grants, and actively acquires/maintains certifications and credentials necessary for performance of duties.
20. Performs other duties as assigned, including assisting other agency programs as directed.

**Qualifications:**

The following qualifications are the minimum requirements necessary to perform the essential functions of the job:

**1. Required Knowledge, Skills and Abilities:**

- Possess acceptable knowledge of, and experience with HUD Housing Quality Standards, carpentry, and building construction;
- Have the ability to operate a computer, perform basic arithmetic computations, and comprehend complex regulations;
- Have knowledge of agency Programs as well as services available in the community;
- Have the ability to access and traverse between sites to perform services with or without assistance; requiring full range of body motion to include bending, kneeling, squatting, sitting, climbing, reaching, lifting and the ability to carry items up to 50 pounds with or without assistance;
- Travel as necessary to attend meetings, conferences and trainings relevant to the job;
- Communicate effectively and accurately carry out oral and written instructions;
- Work independently and in a team setting, with the ability to manage multiple priorities;
- Have a valid driver's license with acceptable driving record.

**2. Acceptable Experience and Training:**

The incumbent must possess a High School diploma or equivalent; with a preference of relevant college coursework or experience directly related to the job requirements. Experience with Microsoft Word, Publisher, Excel and PowerPoint preferred. Compensation is relative to experience and skills listed above.

**Standards of Performance:**

The incumbent will be formally evaluated after the introductory three months, at twelve months from acquiring the job, and annually thereafter, and will be evaluated by the Housing Program Manager. The incumbent will be evaluated on competency with the essential functions of the job.

**Acknowledgement:**

I have carefully read, understand, and have received a copy of this job description. I possess the required job skills and qualifications to perform the essential functions of the job, and understand that I am held accountable for those essential job functions and will be evaluated in that regard.

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Employee Signature

\_\_\_\_\_  
Date Signed

Revised 11/16, Authorized by:

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Scott Mathys, CEO