

## JOB ANNOUNCEMENT

(Please see end of document for application information)

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<b>POSITION:</b>	Affordable Housing Compliance & Leasing Specialist (Program Specialist I)
<b>DEPARTMENT:</b>	Housing Development
<b>REPORTS TO:</b>	Regional Property Manager
<b>SALARY GRADE:</b>	7 (\$20.11 to \$25.13 per hour*) *Candidate offers consider experience, qualifications and internal equity
<b>FLSA STAUS:</b>	Non-Exempt
<b>SCHEDULE:</b>	FT (40 hrs/wk; M-F; 8am-5pm)
<b>LOCATION:</b>	Cornwall Ave.
<b>BENEFITS:</b>	The Opportunity Council provides a strong benefits package that includes three weeks paid vacation annually, health leave, and holidays (including personal holiday(s)). Retirement plan includes employer contribution equaling 5% of pay. Paid health insurance for employees plus voluntary flexible spending account, dental, vision, life/ADD and long-term disability insurance, along with a culture that supports staff and their families.

### JOB SUMMARY:

Provides comprehensive property management and landlord services for families and individuals in the community that have a history of homelessness. Responsible for the administration of leases, financial assistance, coordination of entry and exits, rent collection, reporting, monitoring and compliance. Works closely with case management team, facilities and fiscal staff. Assists with the development of systems for managing, tracking, and reporting client data as it relates to rental housing and program outcomes.

### ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

1. Coordinate renter lease set-up, file creation, ongoing renter requests and move-outs.
2. Coordinate apartment turns and repairs with facilities staff and case management team
3. Maintain rent database and monitor rent payments along with internal and external billing systems.
4. Assist in development of facilities systems, policies, and procedures.
5. Generate notices to staff, renters, and other landlords regarding rental/lease agreements.
6. Generate internal reports for other staff as required.
7. Assist with generating external reports to grantors and government agencies.
8. Participate in weekly and monthly meetings with property management, facilities, and case management teams.
9. Ensure compliance with public funder regulations and reporting, including adherence to LIHTC program guidelines.
10. Ensure the properties are in compliance with Fair Housing and Landlord Tenant laws.

### OTHER RESPONSIBILITIES:

1. Attends and participates in staff planning and operations related meetings.
2. Other related duties and special projects as assigned.

### EDUCATION/EXPERIENCE REQUIREMENTS:

- Preferred experience includes property management, general bookkeeping, and/or work with low-income populations; experience managing LIHTC properties a plus.
- Understand and adhere to the requirements of the Section 42 Low Income Housing Tax Credit Program, HOME and Shelter Plus Care programs.
- Strong computer skills that include Excel, Word, and database management experience required.
- Basic understanding of homelessness and various characteristics of homeless adult population; experience with the issues of mental illness and chemical dependency preferred.

**SPECIAL REQUIREMENTS:**

- Valid Washington State Driver's License at time of hire.
- Good driving record.
- A three-year driving abstract must be submitted prior to hire date.

**SKILLS AND ABILITIES REQUIRED:**

1. Excellent communication skills; ability to explain and/or instruct others in routine existing policies, practices and procedures.
2. Excellent interpersonal skills; ability to establish effective working relationships both internally and externally, interacting with other agency staff members, clients, outside providers, and vendors.
3. Effective time-management skills with special emphasis on the ability to work independently with frequent interruptions and often in crisis situations.
4. Ability to follow generally accepted accounting practices in the management of the accounts payable function.
5. The ability to perform routine bookkeeping and computer work with accuracy, paying attention to detail.
6. The ability to establish priorities and meet deadlines.
7. Ability to work confidentially and respectfully with clients from a diverse population.
8. Subscription to philosophy of cooperation and continuity across programs and of consideration and respect for clients.

**WORKING CONDITIONS:**

Work is generally performed on-site at rental housing in a fast-paced environment with frequent interruptions and occasional crisis situations. Majority of work centers on technically complex office systems and procedures, including bookkeeping, data entry, database management and related paperwork and organizational skills.

**JOB PURPOSE:**

Delivers programs and services

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

- Provides direct services
- Builds and maintains relationships with clients and/or community partners
- Maintains client files and program/service records
- Performs data entry and tracking
- Responds to emergent issues with clients and/or community partners
- Maintains specialized knowledge and/or certifications
- Assesses needs based on program requirements
- Provides technical training and education to practitioners, community partners, or clients
- Performs case and project management

**OTHER RESPONSIBILITIES:**

- Performs all other related duties as assigned.

**EDUCATION/EXPERIENCE REQUIREMENTS:**

- Four year degree,
- Two years of experience, or
- Year for year experience to replace degree
- Maintains related specialized knowledge and/or certifications

**SKILLS AND ABILITIES REQUIRED:****Competencies:**

- Team Player: Shares resources, responds to requests from other parts of the organization, and supports larger legitimate organization agendas as more important than local or personal goals.
- Critical Thinking: Takes initiative, anticipates next steps, and problem solves issues to keep the work moving forward.

- Integrity: Thinks and acts ethically and honestly, applying ethical standards of behavior to daily work activities
- Customer Orientation: Views the organization through the eyes of the customer and goes out of his/her way to anticipate and meet customer needs.
- Cultural Competency: Respects and interacts effectively with people of diverse cultures and socio-economic background; has an awareness of his/her own cultural worldview and its impact on perspective.
- Presentation skills: organizes and delivers public speeches that effectively inform or persuade audiences, fielding audience questions comfortably and confidently.
- High standards: establishes and models standards that guarantee exceptional quality and necessary attention to detail; continually seeks to improve processes and products

**Skills:**

- Solve practical problems
- Exchange basic information or data
- Explain technical data/information in understandable terms
- Interview to gather information
- Advise others on alternatives, options
- Coach and counsel
- Compose routine correspondence
- Maintain composure under pressure
- Exhibit solid judgment
- Perform arithmetic calculations
- Public speaking

**Equipment:**

- Computer/laptop/printer
- Fax/scanner/copier
- Software programs, including databases
- Telephone

**PHYSICAL and SENSORY QUALIFICATIONS:**

R = rarely      O = occasionally

F = frequently

<b>Physical Activity</b>	<b>F</b>	<b>O</b>	<b>R</b>
Sitting			
Stationary standing			
Walking			
Crouching (bend at knee)			
Kneeling/crawling			
Bend at waist			
Twisting (knees/waist/neck)			
Climbing			
Grasping			
Driving a car			
Repetitive motions (keyboard/data entry)			
Lifting/Carrying: <b>20 pounds</b>			
<b>Sensory Activities</b>	<b>F</b>	<b>O</b>	<b>R</b>
Talking (in person/on phone)			
Hearing (in person/on phone)			
Vision for close work			

**TO APPLY:**

Application and application instructions may be found at: [www.oppco.org](http://www.oppco.org)

Paper copies of the applications may be picked up at:

Opportunity Council  
1419 Cornwall Ave.  
Bellingham, WA 98225

Applications must be received no later than **4:00 pm, Wednesday, July 4, 2018.**

***A private nonprofit Community Action Agency working as a catalyst for positive change in our communities and the lives of low-income and disadvantaged people - serving Whatcom, Island, San Juan, Skagit, and Snohomish counties. EOE***