

## JOB ANNOUNCEMENT

(Please see end of document for application information)

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<b>POSITION:</b>	Housing Program Specialist (Program Specialist II)
<b>DEPARTMENT:</b>	Community Services
<b>REPORTS TO:</b>	Homeless Housing Programs Manager
<b>SALARY GRADE:</b>	6 (\$17.94 to \$22.42 per hour*) *Candidate offers consider experience, qualifications and internal equity
<b>FLSA STAUS:</b>	Non-Exempt
<b>SCHEDULE:</b>	FT (40 hrs/wk; Monday through Friday; 8:00 am- 5:00 pm)
<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:

Supports service delivery for Community Services housing programs. Responsible for the facilitation of HOME program leases and associated documentation and reporting. Provides administrative support for housing programs: including form and document maintenance, billing preparation, reporting, and employee training coordination and tracking. Works closely with housing case management team and fiscal staff.

### ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

1. Coordinates renter lease set-up and file maintenance and tracking for HOME programs
2. Collects and records data
3. Completes reports
4. Prepares billing for Medicaid services
5. Coordinates and tracks employee trainings
6. Provides administrative support

### OTHER RESPONSIBILITIES:

1. Attends staff meetings and training seminars as required.
2. Performs other related duties as assigned.

### EDUCATION/EXPERIENCE REQUIREMENTS:

Strong computer skills that include Excel and Word required.

Experience with developing forms, Infographics, written procedures, and tracking systems preferred.

Experience with HUD HOME eligibility, compliance, and reporting preferred.

### SPECIAL REQUIREMENTS:

- Valid Washington State Driver's License by time of hire.
- Good driving record.
- A three-year driving abstract must be submitted upon request.

### SKILLS AND ABILITIES REQUIRED:

1. Strong communication skills with ability to interpret and/or discuss information with others, sometimes providing advice and recommending actions.
2. Must be self-motivated and able to work independently with moderate supervision. Must have effective time management, planning and organizational skills.
3. Ability to clearly and confidently present ideas to others, verbally and in writing.

**WORKING CONDITIONS:**

Work is generally performed in a fast-paced office environment with frequent interruptions. Travel is required for partner meeting and program outreach locations.

**JOB SUMMARY:**

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
- Provides education to clients and/or community partners
- Maintains specialized knowledge and/or certifications
- Assesses needs based on program requirements

**EDUCATION/EXPERIENCE REQUIREMENTS:**

- Two-year degree,
- Two years of experience, or
- Year for year experience to replace degree

**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.
- Functional/technical expertise: is knowledgeable and skilled in a specific area, adding organizational value through unique expertise in a functional specialty area; remains current in area of expertise and serves as a resource for the organization
- Problem solving/decision making: identifies problems, solves them, acts decisively, and shows good judgment.
- Change agility: Embraces needed change and modifies behavior when appropriate to achieve organizational objectives; effective in the face of ambiguity.

**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>30 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, January 30, 2019.**

***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***