

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

| | |
|---|-------------------------------------|
| TITLE: Housing Specialist | SUPERVISOR: Housing Director |
| PROBATIONARY PERIOD: 1 year | SUPERVISES: None |
| EMPLOYMENT HOURS: 40 Hours during training period; 20-30 Hours once trained | WEEKS PER YEAR: 52 |
| GRADE: 13 | STARTING WAGE: \$14.18 |
| POSITION SUMMARY: Assists in fulfilling the agency's obligations to Section 8 and related housing program. Includes but is not limited to keeping tenant records and serving walk in clients. Coordinate and facilitate homeownership education. | |

MAJOR RESPONSIBILITIES:

Rental Assistance

1. Assist clients regarding unit and landlord problems.
2. Determine eligibility and complete briefings for all new clients receiving assistance.
3. Perform on site home inspections to verify that units meet Housing Quality Standards as set by HUD and submit written reports on conditions of units inspected. Inspect new units at start of lease and annually, and new units when current clients decide to move.
4. Assists landlords regarding responsibilities and program requirements.
5. Assists clients in lease-up preparation and required paperwork to issue Vouchers and assist clients in finding rentals.
6. Maintains files and prepare for all annual inspections.
7. Liaison to the Montana Department of Commerce to insure integrity of the program.
8. Complete all family and income changes.

MINIMUM QUALIFICATIONS:

1. High School Diploma or High School Equivalency, plus two years of working in an office environment.
2. Some higher education in a relevant field is preferred.
3. The ability to use a computer and be familiar with Microsoft Office programs.
4. This position requires the ability to solve problems, pay attention to details, organize group events, communicate effectively orally and in written form, and follow verbal and written instructions.
5. Strong organizational skills and the ability to work independently are required.
6. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

Within 1 year of employment the following certifications/training must be successfully obtained/completed*:

7. Certificate of Proficiency in Housing Quality Standards Inspection (HQS) or Uniform Physical Condition Standards (UPCS), and complete other training as needed.
8. NeighborWorks Center for Homeowner Education and Counseling Certification and complete required continuing education and other training as needed.
9. CDS training.

(*All required training is paid for by District 4 HRDC Housing Program.)

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Able to maintain confidentiality, communicate effectively with people from various social and economic backgrounds.
2. Integrates knowledge of budgeting and management experience into program operations.

3. Carries out objectives with minimal supervision.
4. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Must be physically able to do housing inspections including getting into small spaces, climbing up & down stairs, and climbing up & down ladders.
2. Requires stooping, kneeling, crouching and crawling on hands, knees, and belly.
3. Ability to lift and carry up to 50 pounds, occasionally between 15%-45% of the time.
4. Must be able to work in an office environment 50% of the time.
5. Requires sitting for long periods of time traveling to distant job sites, and time at desk doing computer entry.

EMPLOYEE SIGNATURE: _____ **DATE:** _____