



# Community Rebuilders

An Equal Opportunity Employer

## Housing Property Specialist

Full Time, Hourly, Non-Exempt

### Summary

The Housing Property Specialist plays a crucial role in maintaining transitional housing units within our organization. This position involves a combination of property management, tenant relations, and administrative tasks to ensure the smooth operation of transitional housing units. Under the general direction of the Portfolio Manager/TH Coordinator, the Housing Property Specialist will provide strengths based housing services to program participants. This role will focus on responsibilities related to the housing units required for the successful execution of the project's targeted outcomes. The position requires some physical activity and requires mobility due to the varying work sites.

The principal function of an employee in this position is to coordinate and perform a variety of technical and skilled tasks to assess the quality of rental units used by the project. Employee will utilize Community Rebuilders policies and protocols and 24 CFR 982.401 to ensure units remain in compliance with standards. Employee may also perform a variety of direct service, technical and skilled tasks in accordance with the rules and regulation of agency, funding sources and agency mission and philosophy. The principal duties of the Housing Property Specialist are performed in a general office environment and in the field and community.

### Essential Functions:

- ☐ Assist with obtaining leases for required units to ensure maximum occupancy rates and adequate housing units for the demand of the program.
- ☐ Conduct HQS inspections and required follow up
- ☐ Schedule and track maintenance, clean out, and lock changes in units between tenants
- ☐ Respond to tenant, landlord, and VA maintenance concerns to ensure that safety and decency standards are maintained in the unit at all times.
- ☐ Implement corrective actions and follow up with landlords to ensure compliance
- ☐ Provide effective service delivery that complies with contract and regulatory requirements and promotes projected targeted outcomes.
- ☐ Stage units to ensure a comfortable and safe living environment
- ☐ Assist the Beautifully Home team with delivery and staging of units
- ☐ Maintain a comprehensive inventory of all property related equipment, furnishings, and supplies
- ☐ Welcome new residents to the transitional housing and provide orientation of facility

rules and procedures

- ☐ Conduct move-in and move-out inspections, documenting property conditions
- ☐ Generate regular reports on property status and maintenance activities
- ☐ Other duties as assigned

### **Core Competencies**

- ☐ Read, comprehend, and apply laws, rules and regulations in determining eligibility and assistance
- ☐ Produce required reports to federal, state and local government agencies and funding sources
- ☐ Communicate effectively both orally and in writing
- ☐ Maintain effective working relationships with customers, other employees, supervisory personnel and the public
- ☐ Operate a personal computer and related software such as word processing, spreadsheets, etc.
- ☐ Use logical and creative thought process to develop solutions according to written specifications and or oral instructions
- ☐ Work with diverse populations, including persons who are homeless and may have criminal histories
- ☐ Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- ☐ Ability to interpret instructions furnished in written, oral, diagram or schedule form

### **Required Minimum Qualifications**

- ☐ High School Diploma or GED required
- ☐ Minimum 1-2 years of experience in the real estate, construction, housing inspection or property management field
- ☐ Valid state driver's license at the time of placement
- ☐ Successful completion of a criminal history background check, education and work history
- ☐ Knowledge of applicable code of federal regulations (CFR), HUD rules and regulations, and/or relevant federal, state, and local laws/ codes

- ☐ Skill in interpreting and applying statutes, rules, codes, and regulations
- ☐ Knowledge of single-family building codes, maintenance and health standards, and HUD's HQS procedures
- ☐ Knowledge of federal, state, and local building, zoning, housing and safety laws, rules ordinances, codes, and regulations
- ☐ Knowledge of principles and practices of housing inspections to conduct field inspections
- ☐ Knowledge of Kent County's residential rental market conditions
- ☐ Knowledge of client service principles and practices and ability to apply
- ☐ Knowledge of basic mathematics
- ☐ Ability to maintain effective working relationships with co- workers, supervisors, and the general public
- ☐ Understanding of homelessness and surrounding issues
- ☐ Prior engagement in the homeless system
- ☐ Excellent verbal and written communication skills
- ☐ Ability to build rapport with diverse populations
- ☐ Understanding and Commitment to the Kent County Vision to End Homelessness
- ☐ Strong sense of customer service
- ☐ Experience with military service providers, veteran service providers or military service.
- ☐ Operate a personal computer and related software such as word processing, spreadsheets, etc;
- ☐ Use logical and creative thought process to develop solutions according to written specifications and or oral instructions
- ☐ Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret instructions furnished in written, oral, diagram or schedule form

### **Essential Physical Duties**

- ☐ Sufficient clarity of speech and hearing or other communication abilities, with or without reasonable accommodation, which permits the employee to communicate effectively, hear within the normal range of conversations, and carry on telephone communication;
- ☐ Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written and

electronic materials at arm's length or less (distinguish letters and numbers), to see in detail objects or printed material at greater than arm's length and perform inspections of tenant housing;

- ☐ Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment;
- ☐ Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop, repeatedly, sit or stand for long periods of time, and occasionally lift and or move up to 50 pounds.

### **Work Environment**

Housing Resource Specialist primarily works in a general office environment and in the field and community. The position requires some physical activity and requires mobility due to the varying work sites. This role routinely uses standard office equipment such as computers, phones, copy machine, file cabinets and printers. May be required to travel to community events, housing inspections, off-site trainings or other events as assigned.

While performing the duties of this job the employee is regularly required to talk, hear, sit, stand, walk, use hands & fingers, reach and lift up to 50lbs unassisted.