



Position Description

| | | | |
|------------------------|-----------------------------|---------------------------|-----------------------|
| Position Title: | Homeownership Coordinator | Department: | Strategic Initiatives |
| Reports to: | VP of Strategic Initiatives | Employment Status: | Full-Time |
| FLSA Status: | Non-Exempt | Date Created: | February 2020 |

Summary

The primary purpose of this position is to coordinate, develop, plan, and monitor various Homeownership Programs and assist clients by providing technical assistance and community support resources. Incumbent monitors programs and ensures program adherence to laws, regulations, program guidelines, and contracts as defined by HUD and Columbia Housing. Develops partnerships with financial institutions and other related agencies. Acts as Authority liaison with state, city, and federal agencies, and community groups to develop homeownership initiatives.

All activities must support Columbia Housing's ("CH") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Enforces and ensures adherence to laws, regulations, program guidelines and contracts, particularly those associated with HUD, Public Housing regulations, and real estate transaction practices.
- Coordinates, develops, plans, and monitors various Homeownership Programs. Evaluates and recommends modifications in various programs, such as the Public Housing Homeownership Program and the Section 8 Homeownership Program.
- Provides technical assistance to clients who are participating in homeownership programs and assists in identifying appropriate community support resources. Arranges counseling sessions for clients to include pre and post-occupancy training sessions and financial workshops.
- Develops and maintains partnerships with financial institutions and other pertinent agencies to implement homeownership and community development-related initiatives.
- Prepares and updates program marketing materials.
- Recruits eligible residents from the housing choice voucher program for participation in the homeownership program.
- Meets with public and private organizations to explain HUD laws, Public Housing regulations, and program guidelines. Acts as liaison with community groups, agencies, federal officials, and others in developing homeownership initiatives.
- Prepares or assists with correspondence and compiles and assembles reports.
- Attends meetings and makes presentations to groups and to management staff. Serves as a source of information and resource related to homeownership programs.
- Studies urban homeownership philosophy and the history of city neighborhoods. Studies neighborhood revitalization strategies as they relate to homeownership programs.
- Performs other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:



Position Description

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Job Competencies

- Knowledge of the general operations and procedures of a Public Housing Authority (PHA).
- Knowledge of the local, state, and federal laws governing public and other subsidized housing programs, landlord/tenant regulations, leasing of property and evictions.
- Knowledge of community/social services available locally and through local, state, and federal agencies and/or funding sources.
- Thorough knowledge of the methods, procedures and policies of the Housing Authority as they pertain to the performance of duties of the Homeownership Coordinator.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to use independent judgment as needed in performing routine and non-routine tasks.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare and present professional correspondence and reports.

Education and/or Experience

Bachelor's Degree in Business Administration, Public Administration, or related field and a minimum of three (3) years of experience in program coordination and financing affordable housing. An equivalent combination of education and experience may be considered.



Position Description

Some positions may require possession of a valid driver’s license and the ability to be insurable under the Authority’s automobile insurance plan at the standard rate.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires the availability to work outside of the established CH working hours.

This position is considered “safety sensitive” and is subject to random testing.

Office environment. The noise level in the work environment is moderate.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]