

NAVOS
JOB DESCRIPTION
HUD Housing Specialist

Reports to: Housing Department Supervisor
Hours: Full time – 40 hours a week, flexible
Pay Range: DOE
Position Type: This is a non-exempt position.
Benefits: Medical, dental, retirement and generous leave time.
Work Location: Burien, WA

Navos provides affordable housing to our clients and clients of other mental health agencies through a variety of public and private funding including HUD 202 - Section 8 properties, Section 8 vouchers from the King County Housing Authority, HUD Shelter Plus Care Program, the State of Washington and City of Seattle housing programs. The housing department works in partnership with Navos case managers to provide services and to assist residents to maintain and retain their housing and to further meet the needs of our residents. Navos ECS and PACT programs offer permanent affordable housing to clients leaving Western State Hospital.

This position is the Housing Specialist for our three HUD 202 properties. Conbela is located in West Seattle, the Lakewood Apartments are in White Center and the Valleywood Apartments are located in Auburn. There are 27 subsidized units.

This position also is the Housing Specialist for Independence Bridge which is a project based Section 8 property with 24 units for young adults 18-24. Also included is Highline Village which has City of Seattle funding. This is a 24 unit townhome property for adults.

The job location is in Burien at the Navos Mental Health and Wellness Campus.

Please apply for this position on the Navos website at www.navos.org.

RESPONSIBILITIES:

1. Screen and interview prospective residents in partnership with case management.
2. Screen new residents in accordance with program policies and enter into lease contracts and complete move in paperwork with residents.
3. Compute resident rents and process initial certifications, interim certifications and annual re-certifications.
4. Facilitate all move out procedures including move out inspections, deposit notifications, etc.
5. Maintain and update complete individual tenant files including all income and household eligibility information for residents. Input and keep updated resident information in all software systems. Also update accounting on all move in's, move outs, rent changes, etc.
6. Resident relations including completely and thoroughly responding to resident issues and concerns.

7. Apply training in conflict resolution, landlord/tenant law, Fair Housing and HUD regulations.
8. Notify Case Managers of problem resident behaviors and help develop appropriate solutions. Keep case managers informed regarding rent changes, resident issues and non-compliance issues.
9. Prepare and distribute tenant notices (ie: 3 day, 10 day, 48 hour, inspections, policy changes, etc.).
10. Facilitate moves or change of household circumstances of current tenants.
11. Prepare and facilitate the distribution of subsidy termination notices, tenancy termination warning notices and tenancy termination notices.
12. Run monthly EIV reports and be responsible for all EIV compliance.
13. Assist maintenance in preparation of REAC inspections of the HUD properties.
14. Facilitate evictions after consultation with supervisor and if necessary represent the Agency at any hearings or court proceedings.
15. Monitor and enforce Agency compliance with subsidy policies and procedures
16. Assist and prepare for reviews or audits by funding sources.
17. Prepare responses to HUD management and occupancy reviews with the Housing Department Manager.
18. Attend all training required to maintain compliance with all contracts.
19. All other duties as assigned

QUALIFICATIONS

1. Must have two years' experience in property management, delivery of housing or social services, or experience commensurate with responsibilities outlined above. Preferred experience in affordable housing programs.
2. Must have at least one year of experience in HUD housing including some familiarity with HUD Handbooks as related to HUD properties and a background in HUD occupancy. HUD 202 experience preferred. COS preferred.
3. Familiarity with Landlord Tenant Law and it's application.
4. Proven basic mathematical aptitude.
5. Excellent communications skills both oral and written, including well developed telephone skills.
6. Demonstrated commitment to the empowerment of low-income and/or special needs people. Prefer some experience working with the mentally ill.
7. Must have good organization skills and be able to manage multiple tasks concurrently.
8. Previous experience with record keeping and office organization.
9. Must be computer literate, competent in Word, Excel, Outlook and Internet. Ability to master multiple, diverse, software systems and preferably familiarity with Boston Post software.
10. Experience using office equipment ie: telephone, copier, fax, scanner.
11. Must be able to sit for extended periods of time.
12. Must have transportation, auto insurance coverage, valid driver's license, and be willing to travel to agency properties.