CITY OF SEATTLE

**HomeWise Program Intake Specialist**

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| **Salary:** | $40.08 - $46.68 Hourly |
| **Location:** | Seattle Municipal Tower, 700 5th Ave., Seattle, Washington |
| **Job Type:** | Classified Civil Service, Regular, Full-Time |
| **Shift:** | Day |
| **Department:** | Office of Housing |
| **Bargaining Unit:** | Not represented |
| **Closing Date:** | 04/12/22 04:00 PM Pacific Time |

**Position Description:**

The mission of the Seattle Office of Housing is to build strong healthy communities and increase opportunities for people of all income levels to live in our city. As part of that mission, the HomeWise Program provides free energy efficiency and upgrades to low-income residents in the City through a combination of state, federal, and local utility funding. To help continue the success of that program, we are looking for a **HomeWise Program Intake Specialist** to review and approve Office of Housing Weatherization and Repair Program Applications.

In this position, you will have the opportunity to work with a diverse population of homeowners and tenants to answer questions about the program, energy efficiency upgrades, and the construction process. Through this position, you’ll make a lasting positive impact on the lives of Seattle’s low-income residents.

**Here’s more about what you’ll be doing:**

* Using your skills to improve the health, safety, and energy savings for Seattle residents
* Acting as an underwriter to ensure that qualifying residents are being approved for free energy efficiency upgrades
* Providing excellent customer service and working with diverse clients to explain the weatherization process and answer any questions that arise
* Reviewing income documentation
* Processing invoices for the home repair and weatherization programs

**You will be successful in this role if you possess a combination of the below:**

Experience with:

* Underwriting, affordable housing, policy, urban planning, real estate development, or a related field
* Verifying residents’ incomes by reviewing paystubs, bank statements, tax returns, unemployment documentation, and other qualifying documents
* Entering information into Excel and other database systems and producing simple reports
* Completing intake process with prospective customers/clients

Ability to:

* Organize work, set priorities, and exercise sound professional judgement in the field
* Communicate clearly and build strong working relationships with stakeholders
* Ensure that all projects meet requirements, standards, regulations, and codes across multiple groups, both internally and externally
* Review and approve contractor invoices and change orders prior to inspection
* Maintain clear, organized, and well-documented files on ongoing and completed projects, as well as enter information into databases in a timely manner

Skills in:

* Microsoft Office Suite (Excel and Word in particular)
* Working with database systems
* Staying organized while prioritizing and completing multiple projects

**Qualifications:**

In addition to the qualities mentioned above, you will need to possess the below required qualifications (or a combination of education and/or experience and/or training which provides an equivalent background required to perform the work of the class):

* Two years of professional experience in underwriting, loan or escrow account processing, affordable housing, community redevelopment or other real estate related transactions
* Bachelor’s Degree in business administration, real estate, finance, accounting, or related field

**OR**

* Three years of progressively responsible experience in underwriting, loan or escrow account processing, affordable housing, community redevelopment or other real estate related transactions
* Associate Degree in business administration, real estate, finance, accounting, or related field

**OR**

* Four years of progressively responsible experience in underwriting, loan or escrow account processing, affordable housing, community redevelopment or other real estate related transactions

**ADDITIONAL INFORMATION:**

This position is classified as a Development Finance Specialist and requires a strong commitment to customer service and a demonstrated ability to work effectively with individuals from diverse communities and cultures.

**APPLICATION PROCESS:**

To be considered for this position, you must submit your complete application, attaching **both** a resume and cover letter, at <https://www.governmentjobs.com/careers/seattle> no later than **4:00 PM Pacific Time on Tuesday, April 12th, 2022**.

The Office of Housing values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Office of Housing encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions, please contact Ivana Ramos at Ivana.Ramos@seattle.gov.

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| APPLICATIONS MAY BE FILED ONLINE AT: <http://www.seattle.gov/jobs>  Job #2022-00XXX HOMEWISE PROGRAM INTAKE SPECIALIST  IR | |
| If you are unable to apply on-line you may submit a paper application by the closing date to our office.  OUR OFFICE IS LOCATED AT:  Seattle Municipal Tower  700 5th Avenue, Suite 5400  Seattle, WA 98104  206-684-8088  [Careers@seattle.gov](mailto:Careers@seattle.gov) |  |

**The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.**