

Job Posting

JOB TITLE HOUSING SPECIALIST

SALARY & QUALIFICATIONS

| Salary Range | Required Qualifications |
|--|--|
| \$45,000 - \$55,000 | 5-7 years direct experience and Bachelor's degree in a related field |
| <i>This position allows substitution of education for experience and vice-versa, calculated at the discretion of management.</i> | |

CLASSIFICATION

Full Time, Salaried, Exempt

Note: This is a temporary 36-month position. The position may be extended depending on available grant funding.

LOCATION

Based in Las Cruces with responsibility for all counties served by NCNMEDD

SUMMARY

This position is responsible for implementing NCNMEDD's Senior Home Repair program. Candidates should be highly motivated individuals with strong communication, organizational and time management skills.

| Duties | Percent of total |
|--|------------------|
| Senior Home Repair program direct services | 75% |
| Senior Home Repair program administration* | 25% |

EXAMPLES OF WORK PERFORMED

Implement home repair program for older adults/seniors, modeled after the John Hopkins' [CAPABLE](#) (Community Aging in Place-Advancing Better Living for Elders) program. This program is active statewide, except for Bernalillo County. This includes:

- Provide program information and respond to referrals from senior centers and other providers.*
- Assist clients, families and caregivers with the application process.
- Review applications and documentation for eligibility.
- Issue approvals, rejections, or requests for additional information.
- Assign approved applications to contract health care professionals and contractors and oversee the work of each.
- Review and approve home assessments.
- Review and approve scope of services.
- Ensure that the services are client centered by involving customers and/or caregivers in the home modification process.
- Assure quality and compliance by overseeing home modification projects through to completion.
- Provide program information, assistance, support, outreach and advocacy to older adults, families and/or caregivers.
- Assist with the development of contractors (i.e. health care professionals and construction contractors) to include recruitment, onboarding, and program compliance.*

- Assist with developing and implementing outreach and marketing programs and materials.*
- Assist with maintaining program documentation.*
- Assist with client referrals to other services as needed.
- Assist with grant reporting and grant budget management.*
- Work to ensure accuracy and accountability of program and services.*

SKILLS REQUIRED

Specific to Position

- Experience with housing inspections, housing rehabilitation, and the housing purchase/acquisition process
- Experience reviewing and approving applications against established criteria, such as loan or housing applications
- Knowledge of federal, state, and local regulations which apply to the position, including knowledge of building codes and permitting requirements
- Strong interpersonal skills, especially when working with consumers
- Bilingual in English and Spanish preferred

General

- Proficient in Microsoft Word, Excel, Power Point, e-mail, Internet, and database administration
- Ability to accurately interpret, analyze, summarize and compile data
- Ability to make good, sound judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demands
- Application of problem solving techniques
- Ability to independently plan and organize projects
- Experience with budgeting principles and practices
- Good verbal and written communication skills
- Maintains effective working relationships with NCNMEDD staff, partner organizations, and consumers
- Demonstrates behavior that maintains the organization credibility, integrity, and positive image in the community

SUPERVISORY RESPONSIBILITIES

None

TRAVEL

This position requires travel throughout New Mexico and for professional development. A valid driver's license is required.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

- HIPAA training is required for this position.
- Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

DECISION-MAKING

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency and consumers, as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Reports to the Housing Coordinator and interacts with NCNMEDD employees and contractors; local, state and federal agencies; state and local elected officials, state and local elected officials; the public; and non-profit, private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

- Salary will vary based on education and experience.
- Position will remain open until filled.
- NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement.
- Quality benefits package includes medical, dental, retirement and paid time off.
- Candidate selected for full-time employment must successfully complete all pre-employment screening and requirements prior to commencing employment.
- Applicants must complete NCNMEDD Employment Application at www.ncnmedd.com.
- Email Elizabeth Reynolds at elizabethr@ncnmedd.com with any questions.