



TLINGIT & HAIDA

REGIONAL HOUSING AUTHORITY

Position Description

HOUSING COORDINATOR

I. Summary:

Under the general supervision of the department director, coordinates and prepares all reports to our development funding sources such as Alaska Housing Finance Corporation, as well as works with tenants to complete income certifications and re-certifications in a timely manner. Completes all income calculations for all new tenants who desire to move into a Tlingit Haida Regional Housing Authority rental unit. This is a lead worker position that acts as a policy and procedural resource person for other housing department staff.

II. Authority:

The Housing Coordinator reports to the department director.

III. Duties and Responsibilities:

- As lead worker, provides training, coaching and mentoring to other housing services staff.
- Is the policy and procedure expert for housing department staff regarding tenant and occupancy policy and procedures.
- Responds to tenant requests and questions via telephone, email, web, and in person.
- Responsible for annual reporting and corresponding follow-up to Alaska Housing Finance Corporation for the Juneau, Kake, and Angoon Elderly HOME developments
- Responsible for updating the Alaska Housing Finance Corporation rent roll and unit history.
- Completes Demographic research for the Alaska Housing Finance Corporation Affirmative Fair Housing Marketing Plan
- Evaluate and compile all information as required for Housing and Economic Recovery Act (HERA) data reporting to Alaska Housing Finance Corporation for all tax credit developments
- Builds relationships with community leaders to market vacant housing authority rental units in communities in which there is a vacancy.
- Coordinates housing committee for review and approval of new applications for selection of housing units.
- Coordinates new applicant processing such as initial income qualification calculations
- Initial intake of TH VASH application. Review to ensure application is complete. Determine NAHASDA and income eligibility.
- Upon eligibility, brief the VASH applicant on program rules and guidelines both for the tenant and the landlord. Process the new landlords request for tenancy. Work the

TH-VASH case manager, applicant, and new landlord to schedule the move-in.
Conduct physical HQS unit inspection.

- Process monthly check requests to pay all landlords.
- Conducts in person and telephone recertification interviews with existing tenants as a part of the annual and interim income recertification process for income calculations.
- Determines rent adjustments as a result of the recertification and income calculation process
- Coordinates with housing and maintenance staff to ensure timely responses from tenants to recertification requests
- Evaluate, determine and implements utility allowances for the HOME and tax credit developments.
- Responds accordingly to changes to HUD rent limits and income limits and rules
- Coordinate with a 3rd party auditor such as Novogradac/Travois/etc. to ensure compliance with IRS part 42 guidelines.
- Review and recommend policy and/or procedure changes.
- Serves as acting Housing Services Director in that individual's absence.

Non-Essential Duties and Responsibilities:

- Assists potential tenants with application completion process, admission events, move-in process, and income certification
- Assists in other housing department jobs and tasks when department colleagues are on vacation, personal leave, out sick, etc.
- Cross-training functions of the department

IV. Required knowledge, Abilities and Skills:

- Knowledge of Public administration principles and techniques.
- Knowledge of Federal and State programs and services, particularly programs related to HUD and/or Indian housing programs.
- Knowledge of, and familiarity with communities in rural Southeast Alaska.
- Excellent writing skills
- Ability to provide quality customer service.
- Ability to maintain positive interpersonal relationships.
- Ability to operate office equipment
- Ability to maintain satisfactory work performance and attendance records.
- Ability to work under pressure and meet deadlines
- Possess strong verbal and written communication skills
- Experience with word processing, spreadsheets, electronic mail, and electronic calendar software
- Willingness to learn to use other software packages as they become available.
- Typing and spelling competency
- Data entry experience
- Willingness to supervise and to perform lead level responsibilities.
- Ability to attain various HUD and housing related certifications.
- Ability to travel to communities throughout Southeast Alaska
- While performing the duties of this job, the employee is regularly required to:

- Talk or hear;
- Sit for extended period;
- Kneel;
- Crouch;
- Reach
- Push and pull
- Lifting up to 30 pounds

V. Minimum Qualifications:

High school graduate or equivalent. Two years of work related experience. College degree may substitute for the experience.

VI. Grade Level:

Grade 12

Non-exempt

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Director _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Created (August 2017; review April 2018)