

Rural Housing Specialist

SERCAP, Inc

Location: Powhatan VA

Contact: Lisa Banks – 540-345-1184

Send resume to: Lbanks@sercap.org

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Program Description: A statewide program to provide seed funds, training and technical assistance to CAAs, CBOs, elected/appointed officials and the private section in developing affordable safe drinking water/sanitary waste facilities and other needed services to low-income rural residents.

Salary: **\$40,000**

Reports to: Housing Manager

Job Description: Provides training and technical assistance to low-income rural communities and families with housing needs with particular emphasis on indoor plumbing/housing rehabilitation (IPR) services. Assists with the promotion of Southeast RCAP training, technical assistance, housing rehabilitation, and facility development programs throughout the State of Virginia.

Job duties:

- Promotes Indoor Plumbing/Rehabilitation Loan Program and other programs of the agency to include training, technical assistance, and facility development Performs outreach to targeted communities.
- Performs contract signings with clients and contractors,
- Records the Deed of Trusts, and Deed of Trust Notes at the local courthouses.
- Communicates information needed to fulfill contract deadlines in a timely manner.
- Works with local Health Departments to assist residents with permits for water and waste disposal systems.
- Assists clients in the application process as needed and collects the required documentations
- Conduct weekly Housing Quality Standard (HQS) inspections to ensure projects are moving forward in a timely manner.
- Coordinates activities and monitor progress of general contractors and subcontractors.
- Carefully reviews the work of contractors and notate noticeable faults or areas that need to be corrected.
- Makes final inspections and inform clients about the home maintenance education and operations of installed water/wastewater systems.

- Accurately completes work write ups (WWU), and assess the scope of work to satisfy the home deficiencies according to our funders Supplemental Field Guide, Master Specifications, and estimates costs for the rehabilitation or substantial reconstruction (S/R) of houses.
- Preparation of bid documents with floor plans, conduct pre-bid meetings and walk-through with contractors.
- Seeks matching funds or in-kind for materials and/or labor to support projects.
- Researches, analyzes, and identifies resources, programs and techniques for providing affordable housing for low income rural residents.
- Provides training and technical assistance to non-profits and community based agencies to help increase their capacity to address housing needs and issues.
- Formulates and disseminates written information regarding rural housing and related issues.
- Works with state agencies and officials on joint efforts for housing and related issues.
- Maintains client files and keep confidential.
- Review, and inspect Community Development Block Grant (CDBG) projects.
- Assist with the Acquire Renovate, and Sell (ARS) program.
- Willingness to travel weekly and overnight travel, when needed. Attend yearly conference for training purposes.
- Travel in the agency vehicle to conduct inspections and other task.
- Performs other duties as needed and directed by the Housing Manager, Director of Housing and Community Development or President & CEO.

Requirements

- Valid Driver's License
- College degree – Bachelor's Degree preferred
- Lead Risk Assessor and Lead Safe Certified or ability to acquire within one year from date of hire
- At least four years of Housing and Resource Management, Housing Planning and Design, or Community & Resource Development, or equivalent experience
- Solid computer, organization, communication and time management skills.

Knowledge, Skills and Abilities

- Familiarity with regulations and application procedures for various housing grants and loan programs
- Knowledge of regulations and construction of water and wastewater systems
- Knowledge of housing construction, rehabilitation projects and the building trade
- Knowledge of the indoor plumbing/housing rehabilitation needs of rural communities and families
- Ability to climb low and high ladders
- Ability to walk on roofs of homes to inspect conditions
- Ability to crawl in tight spots including but not limited to, attics, crawl spaces, basements, and rooms

- Ability to travel extensively and on short notice.
- Ability to drive in rural areas which may be rough and unpaved
- Ability to walk through brush, rough land, uneven land and various types of soil and construction areas cautiously
- Ability to communicate effectively, both orally and written.
- Willingness to participate in professional development activities.
- Attend department meetings weekly and management team meetings, which may be scheduled in the evenings.
- Handle Petty Cash card and turn in required receipts.