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Homes. People. Partnerships. Good. www.homesforgood.org

Homes for Good cares deeply about the health and safety of our residents, employees and job applicants. As a precautionary measure in response to the current COVID-19 pandemic, Homes for Good will use electronic communication tools such as teleconferencing or video conferencing during our hiring process in lieu of traditional in-person interviews to maximize social distancing.

Homes for Good is seeking a Housing Inspector to join our team!

HOUSING INSPECTOR
Posting # 01.25.2021
Salary - \$3,387.39 - \$4,323.27 per month

WHO WE ARE

Homes for Good Housing Agency is a high performing public housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income Lane County residents access and maintain affordable housing.

Homes for Good has been and will continue to implement a workplace culture change that includes increased emphasis on racial justice, customer service, quality control, and compliance. Homes for Good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a mission driven organization.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

Homes for Good is an equal opportunity employer, committed to Diversity, Equity & Inclusion throughout our organization and within our hiring and promotional practices. We endeavor to hire a workforce that is representative of the communities we serve, with an understanding that a diverse and inclusive staff will strengthen our Agency. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or national origin.

OUR RENT ASSISTANCE TEAM

Our Rent Assistance Division is responsible for the intake and administration of various types of rental assistance offered by Homes for Good, serving over 3,000 low income Lane County residents. The division is comprised of a team of Housing Specialists, Office Assistants, a Landlord Liaison, Data Analyst, Program Supervisor and Division Director. We believe that safe and affordable housing should be accessible to all, and that we should strive to be an excellent partner in the process of serving our clients.

WHAT YOU WILL DO FOR OUR TEAM

As a key role in our Rent Assistance Division, the Housing Inspector performs unit inspections, documenting conditions of units and ensuring that units are in decent, safe and sanitary condition that complies with HUD's Housing Quality Standards (HQS).

DUTIES: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Perform initial, annual, and special unit inspections for Section 8 Housing Voucher and Shelter Plus Care Program units within program and Agency timelines.
- Document condition of inspected units.
- Ensure decent, safe and sanitary conditions of inspected units.
- Advise property owners/property managers and participants of unit maintenance needs that were identified from inspections.
- Conduct follow-up inspections of completed work and repairs.
- Explain lease agreement provisions and contractual obligations, along with explaining HQS requirements.
- Ensure that necessary documents are completed and signed.
- Answer questions from participants, owners and the public.
- Process forms and documents.
- Coordinate activities with previous and current owners/property managers.
- Serve as liaison between program participant (and/or the participant's advocate) and the Agency; explain and clarify procedures, policies, rules and regulations and services and provide information on community resources.
- Serve as liaison between owners/property managers and the Agency explain and clarify procedures, policies, rules and regulations.
- Maintain appropriate records and files.
- Meet ongoing timelines for processing various program requirements.
- Coordinate information with other staff members regarding participant and owner/property manager issues
- Maintain file narrations using appropriate Agency software.
- Utilize inspection software to input data.
- Monitor owner compliance with HUD regulations and Agency policy.
- Coordinates support staff in assigned areas.
- Utilize utility allowance tables; calculate special utility allowances as required.
- Participate in the investigations of allegations or indications of fraud and noncompliance; prepare necessary documentation; appear and testify at informal hearings; monitor participant compliance to requirements set by the Hearings Officer.
- Document the reasonableness of each contract rent based on the community rental market.
- Apply the Fair Market Rents limitations.
- Performs other duties as assigned.

COVID-19 RELATED CONTEXT

This position will be required to perform inspections in the homes of Homes for Good clients. Homes for Good is committed to providing our staff with a safe and healthy workplace. We have implemented policies and procedures designed to protect our team members from COVID-19 exposure. Employees are provided and trained on the contents of our COVID-19 Infection Control Plan.

If you are interested in this position and would like to review our COVID-19 Infection Control Plan, feel free to review the plan linked below.

[Homes for Good COVID-19 Infection Control Plan](#)

WHAT WE ARE LOOKING FOR

Studies have shown that women and people of color are less likely to apply for jobs if they don't meet every one of the qualifications listed. We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply.

Please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us at hr@homesforgood.org.

IDEAL QUALIFICATIONS:

The ideal candidate will have knowledge and experience in the following areas:

- Knowledge in the safety and health standards relating to Housing Quality Standards.
- Knowledge in the procedures, techniques, and guidelines used in compliance with HUD's Housing Quality Standards.
- Knowledge of the principles of business letter writing and report preparation.
- Knowledge in the operations, services and activities of the Rent Assistance programs.
- Certified in Housing Quality Standards (HQS)
- Specialized training in housing inspections, energy audits, or a related field.

ABILITY TO:

- Work well and multi-task working in a fast-paced professional team environment.
- Interact professionally with the public/clients.
- Track, file and process appropriate materials with a high degree of accuracy.
- Be able to effectively use information technology resources including personal computer and software applications.
- Use Microsoft Excel at basic skill level.
- Use Microsoft Word at intermediate to advanced skill level.
- Be able to work independently and effectively cooperate and coordinate with team members and other Agency staff.
- Type a minimum of 45 wpm accurately.
- Bilingual in English and Spanish preferred but not required.
- Perform data entry with a high level of accuracy.
- Have a focused mission with a desire to support the critical work of housing those in need.
- Communicate with others both verbal and written.

EXPERIENCE & TRAINING GUIDELINES:

Any combination of experience and training that would provide the knowledge, skills and abilities to perform the job is sufficient. Typical combinations of training and experience would be:

EXPERIENCE:

Three (3) years of combined experience in social services, with an emphasis on conducting home visits, home or energy audits or inspections.

TRAINING:

Equivalent to the completion of the 12th grade. Additional specialized training in social services, home inspections, a related field and/or property management is desirable.

SUBSTITUTION: Any combination of experience and education on a year for year basis up to a maximum of four years of responsible accounting and/or administrative experience may be substituted for the education required provided that the knowledge, skills and abilities to perform the work has been demonstrated.

LICENSE OR CERTIFICATE: Possession of, or ability to obtain, a valid State of Oregon vehicle driver's license, and be insurable at standard rates is required for this position.

WHAT'S IN IT FOR YOU?

COMPENSATION: The pay range for this position \$3,387.39 - \$4,323.27 per month with a generous benefits package which includes paid health, dental and vision insurance for you and your family after one month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

Homes for Good offers a family friendly environment with flexible scheduling options, generous paid time off (PTO) program starting at 17.33 hours per month and paid family leave.

WE'RE THRILLED THAT YOU ARE CONSIDERING APPLYING FOR THIS POSITION!

PLEASE READ THE DETAILS BELOW FOR INSTRUCTIONS ON HOW TO APPLY FOR THE ROLE

APPLICATION PROCEDURE:

[Click here](#) to complete an online application.

Applications will be reviewed for relevant experience, education and training.

All applicants will be required to take a pre-employment assessment upon submission of application materials. A link to the pre-employment assessment will be included in a confirmation email. Applicants who fail to take the pre-employment assessment will not be considered for further consideration.

The pre-employment assessment is an important step in our hiring process. If you do not receive an email confirmation with a link to the assessment after you submit your application, please check your junk mailbox. If you are unable to locate the confirmation email and assessment link, please email us at hr@homesforgood.org and we will send you the assessment link

The best-qualified applicants may be invited to complete further testing, which may consist of any combination of written, oral, performance exercises and/or skills testing. Responses to supplemental questions are required if applicable.

POSTING DATE: Monday January 25, 2021
CLOSING DATE: Monday February 8, 2021 at noon PST

This position is represented by AFSCME Local 3267.

Note: This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good will establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Homes for Good has the exclusive right to alter this position specification at any time, without notice.