



Community Development Corporation

1488 NE Alberta St. Portland, OR, 97211
www.sabincdc.us • (503) 287-3496

Primary Work Site: 1488 NE Alberta St. Portland, Oregon 97211

Job Type: \$ 17.00 an hour at 36 hours a week

Organization: Sabin CDC

Primary Supervisor: Jennifer Craig, Operations Manager

Phone: 971-282-3302

Email: Jennifer@sabincdc.us

Organizational Description:

SABIN COMMUNITY DEVELOPMENT CORPORATION is a nonprofit organization that was founded in 1992 for the expressed purpose of maintaining and developing affordable housing in the Sabin neighborhood. Since then, SCDC has expanded its service area to include the King, Vernon, Boise, and Concordia neighborhoods and its programs to include technology education and outreach after- school programs, and participation in community-wide leadership. The heart of Sabin, though, has been the development and management of its affordable housing portfolio. SCDC has a rental portfolio of 126 affordable units located throughout its service area. These units are primarily in small buildings and complexes that blend in with the rest of the neighborhood housing. Sabin CDC prides itself in being a sustaining partner in the revitalization of the neighborhoods of Inner North/Northeast Portland and to providing an opportunity for our residents to do the same.

THE POSITION

Title: Compliance/ Certification Specialist

The Compliance/ Certification Specialist position is a full-time role reporting to the Operations Manager. The Compliance/ Certification Specialist supports all certification activities for our scattered site properties and ensures tenants remain compliant to government agency requirements. The successful candidate must relate effectively with tenants and provide professional, responsive customer service, and respect for residents and others in our neighborhoods; and be innovative, proactive, and adaptive to operate effectively in an environment with interruptions. We are seeking an individual with excellent customer service and technical skills, as well as the ability to work in a team environment. Compliance is a fast-paced, highly regulated; customer service focused environment.

ESSENTIAL JOB FUNCTIONS

The Compliance/ Certification Specialist's duties include, but are not limited to:

- Greeting all walk-in traffic (prospects and residents) and answer the phone as needed. Show apartments and process applications.
- Assist with general office duties.
- Conducts Move-In, Annual, and Interim Certifications through Boston Post and Tenant Tech., which includes; sending certification letters, interviewing tenants, investigating Enterprise Income Verification System (EIV) discrepancies, obtaining third- party verifications, calculating income/ assets, and adequately notifying tenants of rent adjustments.
- Assists participants to complete and sign all papers related to beginning housing assistance, interims, and annual re-certifications, explaining in terms they understand to ensure compliance with program rules.
- Monitor and manage late certifications.
- Processes Gross Rent Changes.
- Assist with mitigating Management and Occupancy Review (MOR) audit findings.
- Provide support and cross-train with team members.
- Establishes, maintains, and updates various logs and books related to the orderly maintenance of records.
- Ensures all computer records of all tenants are accurate and current
- Promptly and accurately maintains all file documentation.
- Prepares monthly and annual reports and attends meetings as necessary.
- Maintains waiting list; conducts marketing and outreach when the list is low.
- Processes deposits daily
- Processes rental applications and determine eligibility per the Tenant Selection Plan.

QUALIFICATIONS

- Knowledgeable in the Department of Housing Urban Development's (HUD) Rules and Regulations preferred
- Experienced with LIHTC and Section 8 program or HOME compliance.
- Familiar with Boston Post software a plus.
- Knowledgeable with HUD's Enterprise Income Verification System (EIV).
- One-year compliance preferred but will train.
- Proficient with Microsoft Outlook, Word, Excel, and PowerPoint, internet research, databases, mail merge, office equipment, voice mail systems, social media platforms, etc.
- Experience working with multiple staff members, managing various tasks and competing priorities, and dealing with the general public
accurate and robust attention to detail
- Strong interpersonal, written and verbal communication skills
- Ability to work both independently, as a team member, and take direction when given

- Available to work occasional evenings and weekends
- Ability to work with a diverse population
- Ability to pass a background check

This job description is not an all-inclusive list of functions and tasks. Over the length of employment, these functions and tasks may change.

GENERAL BEHAVIOR STATEMENTS

Sabin CDC has the following expectations of all employees in the areas of problem- solving, initiative, planning/organizational skills, interpersonal skills, attendance/punctuality, and orderliness:

All Sabin CDC Employees, volunteers, and interns are expected to:

- Identify problems in a timely and efficient manner and offer practical solutions to problems whenever possible
- Consider the effects of decisions made before making decisions
- Offer suggestions in ways to increase efficiency and productivity
- Make appropriate decisions about when to act independently and when to consult with others
- Use resources wisely; schedule work effectively
- Courteously share information with other employees to ensure a knowledgeable, efficient, cohesive team.
- Provide information to visitors in a courteous and friendly manner
- Offer help to coworkers when own workload permits
- Arrive for work as scheduled not disrupt, delay or cause additional work for coworkers
- Give proper notification to a supervisor for scheduled absences
- Keep work area appropriately presentable to the public
- Report any concerns to a supervisor in a timely fashion
- Treat co-workers with respect and consideration

OTHER

1. Licenses and Travel:
 - a. A current Oregon Driver's License is preferred.
 - b. To drive SABIN CDC vehicles, a license and a good driving record is necessary, **as well as** proof of automobile liability insurance required by the state of Oregon
 - c. A reliable method of getting to work is required.
 - d. Able to drive/travel long distances.
2. May have periodic evening and/or weekend activities.
3. Physical Requirements:
 - a. Exerting up to 20 pounds of force occasionally to lift, carry, pull, or otherwise move an object
 - b. Hearing and visual ability to observe and detect signs of an emergency situation

- or required repairs
 - c. Must be able to sit, stand, reach, bend and stoop for extended periods of time
 - d. Ability to sit at meetings for as long as four hours at a time.
 - e. Maintaining body equilibrium to prevent falling when walking, standing or crouching on a narrow or slippery surface
 - f. Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner
4. Must be free from illegal drugs, may be subject to suspicion testing.

ASPIRATIONS: the following is a list of aspirations that apply to all SABIN CDC positions

Teamwork - *We join our individual strengths together creating teams and circles of cooperation to promote innovative thinking and bring opportunity to our community.*

Partnerships - *We create collaborative community partnerships to best leverage all resources available for the benefit of the community.*

Diversity - *We welcome and accept differences, and honor our co-workers and clients by treating each person with equality, dignity, and respect.*

Confidentiality & Ethics - *We maintain a high standard of ethics and integrity to respect the confidentiality of clients and staff.*

Physical Safety - *We respond promptly to address health and safety needs or concerns for clients and staff.*

Communications - *We encourage timely, open-minded, respectful, and direct communication to alleviate controversies and foster a safe, productive workplace.*

Health & Sustainability - *Recognizing the importance of physical, emotional, and environmental health, we seek to inspire and model healthy, sustainable living.*

Public Relations - *We recognize that each of us represents the entire agency in our public interactions and strive to act in a consistently professional and unbiased manner.*

Professional Growth - *We provide an environment supportive of personal and professional growth, cross training, and advancement.*

SIGNATURES & DATES The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organizational goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

NOTE: The specific statements reflected in each section of this position description are not intended to be all-inconclusive, but rather the basic elements and criteria considered being necessary in order to satisfactorily perform the duties associated with the position.

<i>Employee</i> <i>Date</i>	<i>Immediate Supervisor</i> <i>Date</i>
<i>Human Resources</i>	<i>Executive Director</i> <i>Date</i>

Effective date: _____

Sabin CDC is an equal opportunity employer.