



PENINSULA HOUSING AUTHORITY

Position Description

TITLE: Self Help Group Worker

STATUS: Non-Exempt

Scope of Responsibility

Reporting to the Director of Acquisition and Development, recruits participants for the self-help program. Helps families prepare loan applications for submission to USDA/RD, including loan-closing procedures. Verifies income and makes preliminary determination of eligibility. Holds preconstruction meetings of participant families to provide them with information about the self-help concept. Counsels families on barriers to eligibility. Acts as the primary liaison between the self-help organization and USDA/RD for matters pertaining to loan processing.

Essential Job Functions

1. Develop and implement self-help program marketing strategies.
2. Develop and maintain an active participant waitlist for the self-help program.
3. Recruit participants for the self-help program. Helps families to prepare 502 Rural Housing loan applications for submission to USDA/RD, including loan closing procedures. Verifies employment, income, and makes preliminary determination of eligibility.
4. Organizes groups of participant families for the purpose of home construction. Holds preconstruction meetings of participant families to provide them with information about the self-help concept and program and their responsibilities as homeowners.
5. Counsel families on barriers to eligibility for participation and suggests steps they can take to remedy their financial situation.
6. Act as a primary liaison between the self-help organization and USDA/RD for matters pertaining to loan processing.
7. Assist Construction Supervisor with families during the construction phase to encourage maximum family participation, resolve individual family and group-related problems, and provide information on labor saving and record keeping devices.
8. Prepare and submit program reports
9. Work closely with the Construction Supervisor, bookkeeper and the Program Manager.
10. Maintains confidentiality of sensitive information
11. Keeps timely and accurate records.
12. Observes work hours.
13. Demonstrates punctuality and reliability.
14. Maintains effective working relationships with fellow employees, supervisors and the public.
15. Knows and applies rules and regulations of program.
16. Effectively communicates with staff participants and subcontractors.
17. Demonstrates ability to make timely competent decision in a crisis situation.
18. Follow safety procedures in performances of duties
19. Other duties as assigned.

Qualifications

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description. The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ❖ Extensive knowledge of loan and mortgage procedures
- ❖ Must have knowledge of all office equipment, including computers and appropriate software, fax and telephone

Ability to:

- ❖ Skill and ability to communicate with a diverse group of public with varying income and housing needs
- ❖ Ability to plan and deliver training to participant families and organize the families into working groups encouraging group participation and interaction
- ❖ Ability to develop and implement marketing plans for the recruitment of qualified program participants
- ❖ Ability to work with minimum supervision
- ❖ Ability to work flexible hours
- ❖ The candidate must be capable of resolving complex operating problems, leading/supervising participant families, and work effectively with others including the general public and government agencies
- ❖ Position has a responsibility to citizens and taxpayers. Must be courteous and respectful, responsive to citizen requests and use effectively the resources of the Housing Authority
- ❖ Treat other employees with respect, support a positive work environment, keep others informed of work issues and programs by maintaining quality communications, and work to resolve issues of conflicting personalities and needs

Education and Experience Required

High School Diploma or GED. Bachelor's degree with major course work in accounting or business administration desirable. One year experience in the mortgage/loan field.

Working Conditions

Work is conducted in a non-smoking standard office setting. Work environment is both formal and informal, team and autonomy-oriented, having variable tasks, pace and pressure. Primary functions require both:

1. Sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, moving about inside the office, maintaining a stationary position, positioning self to operate office equipment including knobs and dials; moving objects weighing up to 20 lbs. from below average waist height to above average shoulder height

and transporting distances up to 50 yards. OCCASIONAL positioning self to move beneath desk areas and near floors, and to place or retrieve objects above and at average shoulder height, moderate positioning to manipulate reference books and manuals; moving objects weighing up to 50 lbs. from below average waist height to above average shoulder height and transporting distances up to 50 feet. Must be able to perceive computer screens and printed documents and operate office equipment. Must be able to discern speech and sound in the audio range typical of a busy office environment.

2. Sufficient physical ability to work in a community setting. Considerable travel by auto throughout the local area. Ability to maneuver through housing units to perform visual inspections and conduct business. From time to time, this position will be required to perform manual tasks. Activities require the individual to bend (90 degrees), stoop, crouch, climb, twist (to 180 degrees), turn, and work above-the-head on a recurring, repetitive, and often continuous basis in the course of performing job duties. The individual must also be capable of accessing and working in confined spaces such as crawl spaces and/or attics, climb stairs and ladders and work at heights sometimes exceeding twenty (20) feet.

Additional Requirements

Possession and retention of a valid Washington state driver's license. Pre-employment tests and examinations, including, but not limited to physical examination regarding bona fide occupational qualifications, drug testing, extensive background checks and other related components which are based on the specific demands of the position. Successful completion of all exams, tests, and background checks is a condition of employment. Responsible to apply extensive, in-depth knowledge of public sector operations methods in accordance with applicable provisions of the Revised Code of Washington.

The Authority complies with all laws and regulations relating to employment, including the Americans with Disabilities Act and the Washington Law Against Discrimination. The Authority does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs or activities. The Authority reserves the right to revise or adjust job descriptions, job assignments and job duties at any time. Nothing in this document should be interpreted as a contract with or any other obligation of the Authority.

By the employee's signature below, the employee acknowledges that they have read this job description and understand their duties and responsibilities.

Signature

Date