

SENIOR HOUSING PROGRAMS COORDINATOR – HOME/NHTF

APPLICATION DEADLINE IS WEDNESDAY, NOVEMBER 15, 2024 AT 11:59PM

Division: Community Housing
Reports to: Housing Programs Manager – HOME/NHTF
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: L
Monthly Salary Range Minimum: \$4,517
FLSA Classification: Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Leads in administering and monitoring the HOME Investment Partnerships Programs (HOME), and National Housing Trust Fund (NHTF).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Serves as an initial point of contact for technical assistance for non-profits, Community Housing Development Organizations (CHDOs) and their boards of directors, grantees, and others to ensure that HOME and NHTF programs are implemented in compliance with state and federal rules.
- Leads coordination of assigned programs, including program design, contract issuance, grantee progress and performance, payment review, and grant closeout.
- Prepares related applications, program descriptions, contracts and contract attachments.
- Reviews development pro formas for financial feasibility.
- Reviews and scores assigned program applications.
- Reviews payment requests for compliance; authorizes payments; processes grantee pay requests.
- Reviews and interprets federal and state policy and recommends actions to Manager and Division Director. Assists in preparation of required documentation to obtain HOME funding.
- Reviews organizations for qualification as a CHDO.
- Conducts monitoring and technical assistance visits.
- Prepares required reports, including collaboration on monitoring reports, and submission to appropriate entities.
- Develops program manuals, program descriptions, program forms, and policies.
- Analyzes and reviews state and federal statutory and regulatory policies as they relate to assigned programs.
- Enters data into and generates reports from federal and state mandated tracking systems.
- Prepares policy clarifications and revisions and presents to Director and/or Program Manager.
- Researches specific policy issues as requested by the Director or Program Manager.
- Evaluates grantee progress and needs; implements training and technical assistance based on those evaluations; assists in the training of new staff and partner agency personnel; coordinates implementation of Division workshops relevant to assigned program areas, including leading and moderating discussions and making presentations on relevant topic areas.
- Works collaboratively within and across Divisions to support implementation of assigned programs and other Division programs.
- Identifies best practices and recommends to Manager and Division Director new approaches and resources to achieve Division goals.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High School diploma or GED and post-high school certification required; Bachelor degree preferred.
- Two years of experience in the administration of a state or federal housing program; interpreting, evaluating and implementing housing policy; and/or managing state or federal grants.
- Experience in the administration of HOME and/or NHTF programs is preferred.
- Experience in evaluating rental housing development pro formas for financial feasibility is preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Knowledge of federal or state housing programs is preferred.
- Experience with the accurate entry of data into the federal Integrated Disbursement and Information System (IDIS) or the ability to learn this process quickly.
- General knowledge of local building codes and standard or universal building codes or the ability to gain a basic working knowledge of these within the first six months in the position.
- Skill in grant administration or the ability to become proficient in this area.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively.
- Ability to consistently meet deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with agency staff and the public in giving and obtaining information.
- Treats people with dignity, respect, and compassion.
- Maintains credibility through sincerity, honesty, and discretion.
- Computer literate: proficient in Microsoft Word, Excel, PowerPoint, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel (approximately 10%).
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS.