

WATCH RESOURCES, INC.

12801 Cabezut Road, Sonora, CA 95370
(209) 533-0510

www.watchresources.org

JOB DESCRIPTION

Position Title: Occupancy Specialist

Classification: Non-exempt, Part-Time

Reports to: Executive Director

Grade: Grade 3

Supervises: None

Purpose: To ensure that all occupancy paperwork meets HUD regulations and is done in a timely manner for each individual who resides at Goldstrike and Kelso Court residences.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may also be assigned:

1. Prepare monthly, quarterly, and annual reports as needed for both properties.
2. Process income verifications, lease agreements, and annual recertifications for all residents.
3. Prepare tenant notification letters as necessary;
4. Site visits or inspections may be required from time to time to offer assistance to onsite staff pertaining to occupancy, file compliance or other HUD required compliance.
5. Attend educational seminars relating to HUD Multi-Family Housing compliance.
6. Monitor the timely completion of annual recertifications for both sites.
7. Advise the Director of Community Living and Executive Director of any potential problems or areas of concern.
8. Written correspondence with Managing Agent, tenants and other agencies, relating to affordable housing.
9. Other duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be committed to the Mission of WATCH Resources, Inc. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act (ADA), 1991.

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Education and/or Experience:

1. High School diploma or GED required.
2. Experience processing tenant related paperwork required, Certified Occupancy specialist certificate preferred.
3. Experience working with disabled adults preferred.

A. Working Knowledge of:

1. HUD Multi-family 4350.3 guidelines
2. Shofcorp software
3. Disabilities and related characteristics of individuals, served by the agency, ability to deal positively and creatively with developmentally disabled adults.
4. Effective interpersonal communication skills.

B. Language Skills:

1. Ability to communicate verbally and in writing.
2. Excellent writing and computer skills.

C. Reasoning Abilities:

1. Follows written and verbal directions.
2. Ability to establish and maintain professional, cooperative relationships with potential and current tenants of Goldstrike and Kelso Court residence.
3. Ability to make effective and timely decisions.
4. Ability to establish and maintain professional, cooperative, productive relationships with appropriate agencies, co-workers, Board Members, resident's families and the general public.

D. Certificates, Licenses, Registrations:

1. Possession and maintenance of a valid California Motor Vehicle Operators License and a clear driving record determined by a Department of Motor Vehicles record.
2. Health screening including a drug and alcohol screening and TB test performed by a WATCH Resources, Inc. designated physician verifying ability to complete job duties and confirming the absence of contagious disease.
3. Department of Justice criminal record clearance.
4. Ability to acquire the Certified Occupancy Specialist certificate.

F. Other Skills and Abilities:

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1. Must have access to reliable, personal vehicle to be used in the course of work.
2. Must be able to work flexible hours. Scheduled hours will be determined by the needs of the residents.

SUMMARY OF CUSTOMARY PHYSICAL DEMANDS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Frequently (34-66%) sitting, standing, lifting/carrying less than 10 lbs.,

Occasionally (1%-33%) walking, bending over, reaching overhead, balancing, pushing/pulling; lifting/carrying 20-50 lbs., skin/hands in water, Firm grasping.

Hazards, Working Conditions, Equipment Used:

Working Conditions include: High Noise Levels, Walking on Uneven Ground

Possible Exposures include: Blood/Body Fluids, Marked Changes in Temperature

Equipment Used:

- Driving Vehicles/Equipment
 - i. Must be able to drive to and attend events and meetings
- Operating Equipment/Machinery
Computer, Fax Machine, Calculator, Printer/Copier, Telephone
- Personal Protective Equipment (PPE)
 - i. Safety Equipment - *ear plugs, goggles, etc*

Regarding Use of Senses: Hearing Impairment Acceptable, Clear Vision at 20 Inches or Less Required, Clear Vision at 20 Feet or More Required.

Work Environment: The work environment conditions described here are representative of those any employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

1. Small to medium size shared office area with central heating and air conditioning system, accessible to the disabled, noise level low to moderate; lighting provided by artificial means, area may or may not have an outside window.

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2. Meeting or work areas: Large to small in-door rooms with central heating and air conditioning system, accessible, noise level low to moderate to high, lighting provided by artificial means and windows.
3. Environment of off-site meetings unknown.
4. Out-of doors, in and out of car, weather conditions dependent on the season, temperatures: low, 30° to high 100° plus.

I have read and understand and am able to perform the job of Occupancy Specialist. I have received a copy of this Job Description.

Employee: _____ Date: _____