

Position Title

Home Ownership Rehab Officer

Overview

At NCHFA, we provide safe, affordable housing opportunities to enhance the quality of life of North Carolinians. We are a self-supporting public agency that, since its creation by the General Assembly, has financed more than 310,700 affordable homes and apartments.

Residency

Must be a resident of North Carolina

Location

Remote/Hybrid allowed

Group

Home Ownership Programs

In-office Requirements

Occasional in office as required

Grade Level / Salary Range

NC16 / \$69,957 - \$79,082

Main Objectives

1. Administration of Housing Rehabilitation Programs such as Essential Single-Family Rehabilitation Loan Pool (ESFRLP), Urgent Repair Program (URP), Displacement Prevention Partnership (DPP), Construction Training Partnership (CTP)
 - Uses good knowledge of terminology and written guidelines for Home Ownership Rehabilitation programs such as ESFRLP, URP, DPP, & CTP, including various federal and state funding sources, such as HOME and State Housing Trust Funds.
 - Serves as primary contact responsible for providing technical assistance to help grantees such as units of government, nonprofit organizations, and community groups meet the program requirements under various rehabilitation programs such as ESFRLP, URP, DPP, & CTP.
 - Uses good knowledge of Agency's systems of record for rehabilitation programs such as the Management Information System Tracking & Reporting Data (MISTRData) to maintain records of transactions.
 - Communicates with grantees through methods such as email, monitoring letters, project close-out letters and Partner Portal systems.
 - Determines the amount of funds disbursed, number of completed units, and required submitted documentation for monitoring.
 - Reviews requisitions, and other documentation relevant to assigned cases such as pre-application for assistance, verification of special needs information, occupant income, proof of ownership, work write-ups, cost estimates, and rehabilitation proposals.
 - Reviews re-construction post-construction conference records; and contract for rehabilitation.
 - Prepares reports on the progress and status of assigned cases to ensure timely completion of construction contracts.

2. Monitoring of Grantees Performance for programs such as Essential Single-Family Rehabilitation Loan Pool (ESFRLP), Urgent Repair Program (URP), Displacement Prevention Partnership (DPP), Construction Training Partnership (CTP)
 - Monitors and evaluates grantees such as units of government, nonprofit organizations, and community groups funded under Home Ownership Rehabilitation programs (ESFRLP, URP, DPP, & CTP) to meet Program Guidelines.
 - Visits grantees to review policies, procedures and documentation associated with program implementation and compliance.
 - Reviews procurement policies, records, and systems of control of our partners, work write-ups, cost estimates, bid processes, contract management, program marketing, and fair client selection. Inspects housing units repaired or rehabilitated to determine if scope of work is complete and appropriate, if all contract terms were fulfilled, and whether program rehabilitation standards have been met according to program guidelines.
 - Provides technical advice to partners such as explaining why one form of construction is better than another, ensuring compliance with program guidelines and regulations.
 - Conducts exit interviews with grantees and drafts detailed formal reports outlining monitoring findings, concerns, and recommendations.
 - Solicits feedback on program issues from partners and homeowners.
3. Review and Ranking of Program Funding Applications for programs such as the Essential Single-Family Rehabilitation Loan Pool (ESFRLP), Urgent Repair Program (URP), Displacement Prevention Partnership (DPP), Construction Training Partnership (CTP)
 - Reviews and rates rehabilitation program applications to determine the applicant's capacity (i.e., capability of applicant staff/consultant, etc.) to successfully administer home ownership programs.
 - Participates in the funding award process by reviewing submitted information for completeness, accuracy, acceptability, and scoring sections applications.
 - Assists applicants in understanding the application process and program requirements.
 - Develops the training material and presents application training workshops.
4. Rehabilitation Program Improvement recommendations for programs such as the Essential Single-Family Rehabilitation Loan Pool (ESFRLP), Urgent Repair Program (URP), Displacement Prevention Partnership (DPP), Construction Training Partnership (CTP)
 - Makes recommendations for rehabilitation/repair program design, such as standards for energy/resource-efficiency, indoor air quality and environmental hazards, universal design, moisture control, application design, rating, and ranking, program guidelines, forms, and documents, project monitoring checklists and procedures, and grantee application and training workshops.
5. Collaboration with external housing rehab organizations for programs such as the Essential Single-Family Rehabilitation Loan Pool (ESFRLP), Urgent Repair Program (URP), Displacement Prevention Partnership (DPP), Construction Training Partnership (CTP)
 - Acts as a spokesperson for the Agency to external partners such as units of government, nonprofit and for-profit organizations, and community groups, to assess community-housing needs to understand how our rehab programs help local communities.

- Provides information about Agency programs to organizations looking for funding or home owners looking for assistance, and identifies relevant program opportunities.
- May serve on trade association boards, conference committees, certification committees, or as a presenter at trade association conferences.
- Works with statewide professional organizations such as the Professional Housing Rehabilitation Association of North Carolina (PHRANC), the North Carolina Community Development Association (NCCDA) and North Carolina Community Action Association (NCCAA), on overlapping goals such as raising standards and capacity within the housing rehabilitation field.

Education & Experience

A Bachelor's degree in Construction Management, Civil Engineering, or Architectural Engineering, or a related field such as urban planning, building science, or a related field and 2+ years of experience in rehabilitation housing programs or a related field.

Will consider an equivalent combination of relevant education and experience.

Knowledge, Skills, & Abilities

- Good knowledge of housing rehabilitation, including building systems, housing and building codes, energy conservation technology, and cost estimating
- Good knowledge of low-income housing rehabilitation programs and community development programs
- Solid verbal and written communication skills
- Strong ability to work in a team environment and have the flexibility to adjust to changes
- Intermediate knowledge of Microsoft Word, Excel and PowerPoint

Salary is commensurate with relevant education and experience

Benefits

Major Medical > Dental> Vision> Health Care FSA> Dependent Day Care FSA> Cancer> Critical Illness> Disability (long and short-term) > Voya Travel Assistance> Term Life> Accidental Death & Dismemberment> Accident> Voluntary 401k & 457> Teachers' and State Employees Retirement System (PENSION!) > Continuing Education> Professional Development> Annual Longevity Check (at service milestones)

Paid Time Off: 12 holidays + Accrued Vacation> Sick> Personal> Community Service/Parental> Personal Observance> Bereavement>FMLA> Family Illness Leave> Paid Parental Leave

Job Number(s)

418 & 469

Closing Date

Open Until Filled

Resume

Required

Cover Letter

Required