



CatholicHousingServices
OF WESTERN WASHINGTON

**INTERNAL/EXTERNAL
JOB ANNOUNCEMENT**

POSITION TITLE:

Regional Compliance Specialist

REPORTS TO:

Director of Housing Operations

OPENING DATE:

December 14, 2011

CLOSING DATE:

Open until filled

LOCATION OF POSITION:

Randolph Carter Center
100 23rd Ave. S
Seattle, WA 98144

HOURS:

Full time: 37.5 hrs/wk

GRADE: 13

STATUS: Exempt

STARTING PAY: \$42-46k+/year DOE

POSITION DESCRIPTION:

The Regional Compliance Specialist will be responsible for all aspects of compliance including on-site file reviews up to 25 properties as designated by the Director of Housing Operations. The Regional Compliance Specialist will be assigned to a region and support the Division Directors with compliance matters and work collaboratively with site managers. Primary responsibility will be keeping tenants and projects in compliance with HUD, Tax Credit, and investing agencies. Identify areas of concern and non-compliance and discuss with Division Director for correction. The individual in this position will follow a work plan provided by the Director of Housing Operations and must be highly detailed and date sensitive. Re-organization of properties assigned may occur as CHS sees benefit to organization.

MAJOR DUTIES AND RESPONSIBILITIES:

OCCUPANCY

1. Monitor tenant files and properties to ensure compliance with HUD, Tax Credit, and investing agencies including service funders.
2. Ensure there is a secondary review to approve all tenant move-ins for income and program eligibility. Perform the secondary review as needed and audit programs for compliance.
3. Review move-out files for proper procedures and timely security deposit reimbursement to tenant.
4. Oversee the annual recertification process.
5. Prepare annual recertifications if necessary (in the absence of manager).
6. Submit monthly vouchers to Tenant Rental Assistance Certifications (TRACS).
7. Review voucher adjustments.
8. Reconcile the Housing Assistance Payment (HAP).
9. Review and respond to all TRACS discrepancies.

10. Provide phone and e-mail support in compliance issues to property management team.
11. Actively monitor HUD & Tax Credit notices and changes and provide property management team with detailed information.
12. Build CHS's compliance capacity through clear communication, information sharing and mentoring.
13. Review waiting list of assigned properties for compliance.
14. Conduct periodic and annual on-site file reviews.
15. Work with site staff to correct file deficiencies.
16. Verify accuracy of electronic records prior to any file review.
17. Be present for all agencies file reviews.
18. Work with on-site management to correct findings and prepare response, jointly create and maintain master calendar to ensure all reporting to the appropriate agencies and/or asset managers are completed and delivered by the required deadline.
19. Review all regulatory agreements prior to lease ups.
20. Provide Division Director and on-site Manager with lease up support.
21. Be knowledgeable in areas of Fair Housing laws for the state of Washington.
22. Be knowledgeable in Landlord Tenant Laws for the state of Washington.

TRAINING

1. Inform property management team of all external compliance training available.
2. Create and maintain master calendar of all completed internal and external training workshops, classes, and seminars for all property management staff.
3. Provide training classes as needed, and at least quarterly, to staff with updates, new regulations, or review of identified weak areas in regards to HUD, Tax Credit, Landlord Tenant Laws and Fair Housing.
4. Create and maintain master calendar to monitor staff attendance with new hire and Human Resources training.

FISCAL MANAGEMENT

1. Monitor annual rent & income increase publications for each county and immediately alert the property management team of new rates.
2. Monitor annual utility allowance changes for each county and immediately alert property management team of new rates.
3. Monitor to ensure updated income and utilities information is in Boston Post and the Web Based Annual Reporting System (WBARS).

CONTRACT COMPLIANCE AND REPORTING

1. Provide Boston Post training and support with compliance tasks to management team.
2. Update all third party verifications for program compliance and system wide consistency for upload to Boston Post (BP).
3. Initiate and oversee implementation of comprehensive and effective Document Management within BP.
4. Initiate and oversee implementation and ongoing review of BP-to-WBARs upload for all relevant properties.
5. Provide support with updating the Affirmative Fair Housing Marketing Plan.
6. Write compliance and in house policies in conjunction with the Director of Housing Operations to ensure system wide consistency.
7. Update all third party verifications to ensure system wide consistency.
8. Provide administrative support to Enterprise Income Verification (EIV) users.
9. Provide administrative support to WBAR users.

10. Review WBAR entries for accuracy and set a sides being met for each tax credit property
11. Submit WBAR reports to agencies in a timely manner.
12. Provide administrative support to Systematic Alien Verification for Entitlements (SAVE) system users.

GENERAL RESPONSIBILITIES

1. Organize and maintain records of compliance reports and responses for housing and services operations.
2. Send reminders and class dates, time, and location to all employees that have not attended required internal training.
3. Participate in audit process as needed.
4. Observe/follow guidelines on confidentiality rights of residents and respect their privacy.
5. Maintain accurate record of hours worked and turn in timesheets and mileage records on schedule.
6. Attend trainings required of employees and staff meetings as scheduled. Attend external trainings as appropriate/approved to improve knowledge and job skills.
7. Contribute to the mission of Catholic Community Services and Catholic Housing Services.
8. Contribute to and support a positive, team-oriented work environment.
9. Perform other job-related duties as assigned.

JOB CONDITIONS:

This position requires work in environments where there may be exposure to cleaning supplies, paint and other products used in building maintenance, dust, noise and odors. Other working conditions may include frequent interruptions, working alone, evening work, working long hours during peak periods, interactions with individuals who are angry and/or dealing with mental health or substance abuse issues, and extensive computer use.

PHYSICAL AND MENTAL ACUITY REQUIREMENTS:

The requirements described here 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 individuals with disabilities to perform the essential functions.

1. Able to hear telephone rings, phone and face-to-face conversation, door bells and emergency alarms.
2. Able to speak clearly in person and on the telephone.
3. Able to hand write legibly.
4. Able to read normal size print and handwritten notes.
5. Able to sit for sustained periods of time.
6. Mobility/dexterity of hands/arms for using a computer and other office equipment.
7. Regularly able to perform duties as assigned.
8. Able to make independent decisions and apply sound judgment in performing job duties.

MINIMUM QUALIFICATIONS:

1. BA/BS degree, preferably in a related field.
2. Two years experience practicing compliance with strong knowledge of HUD 202 and Tax Credit requirements.
3. Working knowledge/experience with HUD 4350.3 handbook and IRS section 42 compliance.
4. Understanding of basic multifamily property management concepts.
5. Working knowledge of Landlord/Tenant Act and Fair Housing policy.
6. Ability to communicate effectively both orally and in writing.
7. Be bonded or bondable.

8. Ability to shift priorities in an atmosphere where interruptions are frequent.
9. Ability to meet all time lines and target dates with complete and accurate reporting.
10. Proficiency with computers (especially Windows and MS Office), and ability to learn property management software.
11. Successful completion of Certified Occupancy Specialist (COS) for 202 properties must be achieved within first year of employment.
12. Commitment to working within the mission, goals and values of Catholic Housing Services and Catholic Community Services.

SUBSTITUTE QUALIFICATIONS:

1. COS certification plus extensive work experience related to funding or compliance for low income housing may substitute for educational requirement.

PREFERRED QUALIFICATIONS:

1. Certificate of completion from community college resident manager course.
2. HUD certified occupancy specialist certificate.
3. Experience in direct service with chemically dependent and/or mentally ill persons.
4. Familiarity with social service agencies and social service resources in the area.
5. Two years experience with the tax credit program including certifications.
6. Bi lingual in English-Spanish.

ADDITIONAL INFORMATION:

Contract: Carol Burton (253) 502-2686

APPLICATION PROCEDURE:

Send resume & cover letter to:

Catholic Housing Services
HR-RCS
100 23rd Ave. S
Seattle, WA 98144

Email: jobs-aha@ccsww.org

Fax: (206) 328-5053

Please visit our website: www.ccsww.org

Please let us know if you need special accommodations to apply or interview for this position.

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