

JOB DESCRIPTION

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| 1. LIFT C.A.A. | 2. Program: Housing |
| 3. Reports To: Housing Director | 4. Title: Housing Intake Specialist |
| 5. Grade: 6 | 6. Date: June 2021 |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 8. Status: Non-Exempt |

JOB SUMMARY:

The Housing Intake Specialist is responsible for the operations of the agency programs within the Family Service Center with special emphasis on the Weatherization and 502 Intermediary Programs.

DUTIES AND RESPONSIBILITIES:

1. Determines the need and eligibility of clients for appropriate agency programs. Enters client intake data and makes referrals to those programs.
2. Packages loans for the USDA 502 Direct, USDA Section 504 Home Repair and USDA Guaranteed Loan Programs.
3. Certified Packager for the USDA 502 Direct Loan Program.
4. Reviews USDA 502 loan packages submitted by certified packagers via the USDA 502 Intermediary Program to ensure completeness and accuracy.
5. Attend training to maintain and satisfy the requests of funding source and grant obligations.
6. Maintains Weatherization Program Files, applications and point system database. Working with clients to ensure applications are complete and all applicable requirements are met.
7. Performs such other duties as may be assigned.

SUPERVISORY RELATIONSHIP:

The Housing Intake Specialist reports directly to the Housing Director and exercises no supervision over other employees.

QUALIFICATIONS:

1. High School Diploma/GED is required. College degree in business administration, social sciences or related field desired.
2. Must be knowledgeable of local area, community resources and residents.
3. Basic computer and internet skills.
4. Ability to establish and maintain effective working relationships with others in office setting, in the field, and with the public.
5. Aptitude to assimilate input and from it determine and develop course of action as may be appropriate for client's needs.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LIFT CAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)