

Job Advertisement - SECED

Full-Time Position—Housing Program Home Rehab Loan Specialist: - Under direction of the Executive Director, will perform duties of the Housing Rehab Program to include application intake, underwriting applications to determine eligibility based on established criteria, preparation of legal documentation for closings, conducting closings, environmental clearance reporting, site inspections, contractor bid request preparation and contractor walkthrough, handling financial payouts, marketing of the program, management of existing and new housing loans and other duties pertaining to the program as requested by the Executive Director. Experience with construction or knowledge of construction preferred but not required. Computer skills and knowledge of Microsoft office are required. HS degree required. College education preferred. \$14.50 per hour, Monday thru Friday 8:00 a.m. to 5:00 p.m. Retirement benefits-3% matching. Employee health insurance benefits paid by organization. Please send resume to SECED, Inc. PO Box 1600, Lamar, CO 81052 or pick up application at SECED, Inc. 112 West Elm Street, Lamar, CO 81052. Deadline for applications will be March 1, 2021. ***SECED is an equal opportunity employer. "Fair Housing Act-prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing related transactions, based on race, color, national origin, religion, sex, familial status and handicap (disability)."***

Detailed Description of Job Duties

Work involves the responsibility of administering housing program managed by Southeast Colorado Enterprise Development. Program covers three counties (Baca, Kiowa and Prowers) in conjunction with Colorado Division of Housing. This includes application intake, underwriting applicants to determine eligibility based on established criteria, preparation of legal documentation for closings, conducting closings, handling financial payouts, and reporting to appropriate funders.

Work also involves participating with staff in increasing community awareness of department housing programs through marketing efforts, which may include the creation of marketing materials, organizing and presenting at workshops/seminars, etc. Work includes exercising judgment in making decisions and interpreting policies and procedures within areas of responsibility.

ESSENTIAL FUNCTIONS (*These essential duties are only illustrative*)

Site inspections & contractor bids: Must perform the HQS site inspection to determine the project need in respect to health & safety which will include physical inspection of individual projects located within the 3 counties served (Baca, Kiowa and Prowers). Upon completion of the HQS inspection, preparing the contractor bid sheets and then scheduling and conducting a contractor walkthrough. Will work closely with the homeowner to determine what the project work will encompass.

Underwriting: Ensures program applicants qualify for assistance. This may include, but is not limited to, the collection and calculation of household income, verification of household income, title searches on subject properties, credit review, determination of housing and debt to income ratios, and review of project financial statements and budgets.

Loan presentation: Prepare documents for loan committee and board of directors for presentation at board meetings.

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Loan closing: Prepares documentation for financial assistance, schedules and processes loan closings with applicants and contractors, records appropriate legal documentation, and reports financial assistance in various software systems.

Manages project files: Documents all eligibility criteria, manage disbursements, and processes any construction contract modifications, such as change orders and extensions. Maintain files for state monitoring and other documents as needed.

Loan management: Consult borrowers with respect to performance and maintain documentation and accept loan payments when necessary.

Marketing: Ensures that marketing materials are current and complete. Organizes and participates in workshops/seminars to educate citizens and housing partners on available programs and solicit their participation.

Coordinates rehabilitation activities with other department personnel; attends meetings, conferences, and workshops.

Collaborates with community housing partners, including local, state, and federal community development and housing agencies.

Reviews and recommends appropriate changes in program operations, procedures, and budget.

Participates in writing supporting narratives used to develop long-term housing and service plans, Community Development Block Grants, HOME Investment Partnerships and other grant program applications, reporting, and compliance documentation.

Maintains reasonable and predictable attendance.

Other duties, as assigned

EDUCATION, TRAINING & EXPERIENCE

Graduation from High School or GED, required. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

Computer skills are required. General knowledge of Microsoft Word and Excel programs preferred but not required.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Colorado driver's license.

Job Type: Full-time

Office is located in Lamar but travel between counties is required. Company vehicle is provided.

ESSENTIAL FUNCTIONS OF THE JOB

The physical demands 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.

Occasionally, time may be spent in a remote/virtual capacity, outside the office with the clients and/or sponsoring agencies. Will require driving to locations within the six counties of Baca, Bent, Crowley, Kiowa, Otero and Prowers. Majority of time is spent in a standard office environment requiring normal physical effort. Requires sitting for extended periods of time, and occasional walking. Requires dexterous use of both hands. Requires corrected vision and hearing. Specific vision abilities by this position include close vision and the ability to adjust focus. Ability to lift and/or move up to 20 pounds. The noise level in the work environment is usually moderately quiet.

POLICY REQUIREMENTS

Formal application, rating of education and experience; written exam; oral interview and reference check. Job related tests might be required.

Verification of any combination of driving record, criminal history and/or workers' compensation history.

No medical inquiries will be made or workers' compensation information gathered until a conditional job offer has been given to the applicant.

AFFIDAVIT

I certify that I understand the description of this job, the Essential Functions, and Policy Requirements as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

Signature _____ Date _____

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATION FOR EMPLOYMENT

SOUTHEAST COLORADO ENTERPRISE DEVELOPMENT, INC.
112 WEST ELM ST, P.O. BOX 1600
LAMAR, CO 81052
OFFICE 719-336-3850 FAX 719-336-3835

NAME _____

ADDRESS _____

SOCIAL SECURITY NUMBER _____

WORK TELEPHONE _____ PERSONAL TELEPHONE _____

EDUCATION AND TRAINING
(HIGH SCHOOL-TRADE SCHOOL-COLLEGE)

DATE	LOCATION	FIELD OF STUDY	DEGREE OR CERT.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DO YOU HAVE A VALID COLORADO DRIVER'S LICENSE? _____

IF HIRED BY S.E.C.E.D., WHEN COULD YOU START WORK? _____

HAVE YOU EVER BEEN DENIED A SURETY BOND? _____

MAY WE INQUIRE WITH YOUR PRESENT EMPLOYER? _____

I certify that the answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employer's decision. I understand that false or misleading information given may result in dismissal.

Signature of Applicant

_____ Date _____

EMPLOYMENT HISTORY

Most Recent Employer _____

Supervisor's Name and Title _____

Address _____ Phone _____

Your Duties _____

Dates of Employment _____

Reason for leaving _____

EMPLOYMENT HISTORY

Employer _____

Supervisor's Name and Title _____

Address _____ Phone _____

Your Duties _____

Dates of Employment _____

Reason for leaving _____

EMPLOYMENT HISTORY

Employer _____

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Your Duties _____

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