Bi-Lingual in Spanish is Preferred

REPORTS TO: Housing Director

SUMMARY: The Housing Specialist is responsible for working with Housing Court, Building and Housing Department, financial institutions, mortgage companies, property preservation servicers, block clubs, residents and other partners to improve the building conditions in the Stockyard, Clark-Fulton and Brooklyn Centre neighborhoods. Success of the program will depend on working with property owners and financial institutions to make them responsible for the conditions of their properties. Duties include, but are not limited to, the following:

RESPONSIBILITIES:

- Work to improve the conditions of the housing stock in the Stockyard, Clark-Fulton and Brooklyn Centre neighborhoods
- Maintain Access and NST property databases
- Collect and compile necessary data and evaluation requests
- Track and report on foreclosures and vacant properties in the service area
- Provide testimony at Housing Court regarding property status
- Provide testimony and recommendations about properties at Board of Building Standards and Board of Zoning Appeals hearings
- Survey, monitor and achieve compliance of properties
- Identify and maintain communication with key property owners (including Banks and Mortgage companies)
- Works to achieve voluntary compliance with building codes and refer noncompliant properties to City departments for nuisance abatement
- Provide referrals to home improvement programs
- Work with the police and social service providers
- Develop program goals and measurable evaluation criteria
- Utilize contractors, court community workers and volunteers to abate nuisances
- Other Duties as assigned

REQUIRED QUALIFICATIONS:

- Bachelor’s degree (or equivalent work experience)
- Two years experience in community organizing, social service, or nonprofit community development settings
- General knowledge of building codes
- Leadership, team building and negotiation skills
- Availability and willingness to work flexible schedule including evenings and weekends; local travel and some out-of-town travel required
- Ability to work with people of all racial, ethnic and economic backgrounds
- Ability to differentiate between community organizing and social service
- Self-motivation and an ability to work toward objectives with minimal supervision
- Ability and willingness to attend and provide information at meetings on evenings & weekends
- Good written and verbal communication skills and an ability to “think on your feet”
- Excellent writing skills and proficiency in preparing written reports and business correspondence
- Excellent oral communication and public speaking skills
- Computer proficiency including Word, Excel and use of the Internet
- Driver’s license, insurance, and automobile in good condition
PREFERRED QUALIFICATIONS:
- Master’s degree
- Three or more years of relevant work experience
- Ability to speak Spanish
- Knowledge of Building Codes
- Proficiency in the use of Geographic Information Systems

PHYSICAL DEMANDS
Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingerling, grasping and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS
Availability for extended hours during peak periods and attendance at evening and week-end meetings. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder’s responsibility.

EQUAL OPPORTUNITY
Detroit Shoreway Community Development Organization is an Equal Opportunity Employer.

COMPENSATION
- Salary commensurate with experience; $32,000 to $37,000 annually
- Twelve days of paid time off (Prorated during first year of employment)
- Holiday pay including New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between Christmas and New Year’s Day
- Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee’s contribution up to a maximum of 3% of the employee’s annual salary.
- Competitive health insurance offered with employer contribution.
- Long term disability benefits

Please e-mail or mail cover letter and resume to:

Kris Harsh
Metro West Community Development Office
3167 Fulton Road, Suite 303, Cleveland, Ohio 44109

Email: kharsh@dscdo.org

*No phone calls