



## POSITION DESCRIPTION

**POSITION TITLE:** Home Rehabilitation Specialist (“Rehab Specialist”)  
**PROGRAM:** Hello Rehab  
**SUPERVISOR:** Rehab Program Manager  
**STATUS:** Part-Time, Contractual Basis  
**PREPARED:** May 2016

### *Mission and Values*

*Founded in 2005, Hello Housing is a fast-paced, entrepreneurial organization committed to making lasting social change. We use our diverse backgrounds, skills and networks to solve tough social problems. In March 2016, Hello Housing joined forces with MidPen Housing in order to expand its impact and reach in the greater Bay Area. Hello Housing is now one of four affiliated corporations which include MidPen Housing, MidPen Property Management Corporation, and MidPen Resident Services Corporation. Hello Housing brings expertise in single-family acquisition/rehab, homeownership, preservation and stewardship.*

*Our collective goal is to provide safe, affordable housing of high quality to those in need; to establish stability and opportunity in the lives of residents; and to foster diverse communities that allow people from all ethnic, social and economic backgrounds to live in dignity, harmony and mutual respect.*

### **Position Summary:**

Hello Housing is seeking to identify a Home Rehabilitation Specialist (“Rehab Specialist”) to perform a variety of tasks associated with administering home repair programs on behalf of its government partners, which currently includes an established partnership with the City of Concord and a new partnership with the City of Alameda/Alameda Housing Authority.

Hello Rehab helps its partners administer home repair grant and loan programs which typically serve very-low and low-income homeowners with homes in need of health & safety repairs. Hello Rehab is a key component of Hello Housing’s anti-displacement strategy, with the majority of participants being seniors or people with disabilities living on fixed incomes. Hello Rehab is an area of growth for Hello Housing in the coming year.

Hello Housing invites submissions from either firms or individuals, including Section 3, SBE or D/M/WBE entities.

The Rehab Specialist position is being offered on a part-time, contractual basis. Tasks to be performed include inspections of single-family homes & mobile homes, preparation of scopes of work and estimates, bid procurement, contract facilitation, project management and compliance for small rehab projects. Hard costs of each rehab project can range from \$2,000 to \$50,000, but typically range from \$5,000 to \$20,000.

Rehab Specialist services will be provided through a combination of in-office, in-the-field, and remote work (if desired). Ideally, the Rehab Specialist will have schedule flexibility, on a week-to-week and ongoing basis, to be able to respond to varying workload demands. Due to government funding cycles, there is typically a surge of activity July through December of each year. The Rehab Specialist can expect to have multiple projects under construction or in a pre-construction stage at any given time.

Each Rehab Specialist is responsible for (1) coordinating with the Hello Rehab Program Manager to ensure applicants are eligible for the program (2) performing inspections to assess which repairs are eligible for the program, (3) interfacing with applicants from inquiry through construction completion, (4) interfacing with City staff to obtain approvals, signatures and to process payments and (4) interfacing with contractors to obtain/review bids and ensure quality construction.

Additional support may be requested on an as-needed basis for one-off projects. For example, Hello Housing helps its City partners take possession or ownership of a Below Market Rate homes at risk of loss due to foreclosure. In these situations, Hello Housing facilitates the buy-back of the home by the City at the foreclosure sale with the affordability restrictions intact. A Rehab Specialist would then facilitate the inspections and repairs needed in order to sell the home in good condition to a new income-eligible buyer.

### **Knowledge:**

Thorough knowledge of:

- Federal, State, and County building codes, ordinances and administrative orders applicable to building and construction trades.

Working knowledge of:

- The Uniform housing code, building codes and/or ordinances applicable to the building trades.
- Rehabilitation labor, material costs and construction methods.
- Rehabilitation construction plans and specifications.
- The techniques and methods of housing inspection to locate health and safety concerns.

Some knowledge of:

- Mortgage loans and rehabilitation finance practices.

### **Abilities:**

- Interpret, explain and apply building and housing codes and/or ordinances, and Federal and State financial regulations, rules and guidelines.
- Prepare rehabilitation plans, specifications and cost estimates.
- Make inspections and detect deviations from approved plans and specifications.
- Inspect crawl spaces, attics, cellars, and work in confined/cramped body positions.
- Inspect buildings from ladders and scaffolding.
- Inspect surfaces that may be slippery.
- Work in high concentration of dust and sawdust in remodeling sites and newly insulated buildings.
- Compute material and labor cost estimates.
- Prepare clear and concise reports and keep accurate records.
- Review and interpret bid proposals.
- Deal tactfully and effectively with homeowners, contractors, and others contacted in the course of work.
- Advise contractor and property owner on rehabilitation construction requirements with tact and firmness.
- Walk moderate distances over rough terrain, climb ladders and work in confined spaces.
- Learn to input and analyze data on a computer.
- Communicate effectively by email and by phone.

## **Training and Experience**

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledge and abilities would be:

Two years of experience as a building contractor, which included remodeling or rehabilitation, work.

OR

Two years of experience performing building inspection work for conformance to the uniform building codes, and which includes experience preparing cost estimates and bid specifications.

OR

Two years of experience performing comparable work in a Housing Rehabilitation Program.

## **Qualifications:**

- Three years of work experience in a construction-related field required.
- Proficiency in Spanish a plus.
- Ability to satisfactorily pass a background screening and fingerprinting clearance.
- Demonstrated computer skills, proficient in using CRM software (Salesforce), Microsoft Office (Excel, Word, PowerPoint, etc.), and other needed software.
- Must have valid California driver's license, reliable transportation, and proof of current auto insurance policy.
- General Liability and Workers Comp insurance may be required.
- Passion for the mission of Hello Housing.