



## **Housing Inspection Specialist-II**

**Part - Time/Temporary (2-3 months, 20 - 32 hours per week)**

**\$16.00 - \$18.00/hr**

Connections for Independent Living is the nonprofit Independent Living Center for northeastern Colorado, serving people with disabilities throughout seven counties. Connections is also Colorado's largest nonprofit provider of American Sign Language interpreting services.

The Housing Inspection Specialist-II is responsible for the physical inspection of rental housing units participating in the Housing Choice Voucher program. Ensures rental housing units meet the health and safety Housing Quality Standards (HQS) established by HUD. Performs duties to include completing a physical inspection report for each unit and entering inspection information into the State database. Responsible for obtaining certification for access to the State's database, during paid hours of employment.

The successful candidate must have exceptional organizational skills with a meticulous attention to detail. They must work well under pressure and meet deadlines. Adequate interpersonal and communication skills to complete the task. Bilingual candidates are encouraged to apply. A sense of humor is appreciated. People who live with disabilities are preferred applicants.

### **Key Responsibilities**

- Support the philosophy, mission, and goals of the Independent Living program.
- Read, interpret, and implement HQS, HUD regulations, building codes, and Colorado Housing Association policies.
- Conduct HQS bi-annual and special inspections of housing units utilized by participants in Section 8 and Housing Choice Voucher programs to determine their physical condition and conformance to applicable HQS regulations and HUD guidelines. Identify and record violations and needed repairs.
- Communicate violations of applicable regulations with the housing unit property manager or owner for required repairs.
- Perform follow-up inspections to determine that required repairs are completed prior to contract commencement or continuance. Make recommendations to the Housing Coordinator for appropriate follow-up.
- Complete inspection reports and enter them into the State database on a timely basis.
- Maintain effective working relationships with co-workers, landlords, program participants, and owners.

## Operations/Skills/Environment

- Maintain necessary electronic records/reports
- General assistance with agency operations
- Ability to work independently and exercise discretion and independent judgment regarding the inspection of homes lived in my people with disabilities
- Adequate technology and software skills. Experience with or ability to learn Microsoft 365, Google Workspace, MiCIL, Dropbox, Elite
- Ability to communicate effectively
- Be a good coworker and teammate
- Must be able to pass a background screening
- Reliable transportation and ability to travel within Weld county - some use of company vehicle may be available, all mileage is reimbursed.

## Physical/Environmental Requirements:

- Frequently lift, push, pull, up to 50 lbs?
- See and perceive the full range of the color spectrum to conduct inspections and read a variety of materials - or be amenable to an accommodation of color adjustment for ease of reporting
- A considerable amount of time spent traveling from house to house, moving bending or stooping repeatedly, kneeling, and crouching - or alternative movements that complete the inspection requirements
- Must maintain an acceptable Motor Vehicle Record (MVR) as determined by availability insurance carrier. Employees who are required to drive for the agency in the course and scope of employment will be subject to reasonable suspicion, post-incident, and bi-annual random MVR checks to determine driving acceptability and must maintain an acceptable Motor Vehicle Record (MVR) as determined by Connections' liability insurance carrier.
- **Reasonable accommodations may be made to empower the qualified individual with a disability to perform the essential functions of this position.**

**To apply:** Persons with disabilities are encouraged to apply. More than 70 percent of our team have a range of disabilities and life experiences, which enhance our ability to advocate. Candidates must submit an application by 10/1/2022.

- Location: 1331 8th Avenue, Greeley, Colorado 80631.
- Compensation: This is a half-time position at 20 hours per week. Hourly pay rate is \$16-\$18.

- Work hours to be arranged during standard Monday through Friday business hours between 9 a.m. and 5 p.m.
- Connections is a non-profit 501(c)3 organization.
- Principals only, please. No recruiters.
- No telephone calls.
- Do not contact Connections regarding other services, products or commercial interests.