



JOB ANNOUNCEMENT

LEAD HOUSING PROGRAM SPECIALIST

HOM, Inc. is currently seeking an experienced professional for the position of Lead Housing Program Specialist. HOM manages Rapid Re-Housing (RRH) and Permanent Supportive Housing (PSH) programs for individuals and families experiencing homelessness. These programs provide housing assistance to approximately 2,600 households throughout the Phoenix metropolitan area and surrounding communities in Maricopa County. The Lead Housing Program Specialist is a knowledgeable housing professional responsible for managing multiple subsidized housing programs simultaneously, including but not limited to tenant based PSH and RRH rental assistance models. In addition, the position requires the management of the company's relationship with the various corresponding providers, community partners, and supportive services. The Lead Housing Program Specialist is a non-exempt position.

Primary Job Responsibilities

Program Duties

- Coordinate, prepare, and conduct program orientations for new participant
- Outreach & educate property owners/landlords and negotiate contract rents & lease terms
- Evaluate & verification of participant income, assets, expenses according to individually specific program guidelines/regulations/practices
- Calculate tenant rent and rental assistance payments
- Negotiate contract rent and lease terms
- Coordinate initial inspections
- Preparation of rental assistance contracts and program occupancy documents
- Create & maintain participant files
- Conduct interim & annual re-certifications
- Review Rent Reasonableness
- Attend & participate in housing stability meetings regarding housing issues for program participants
- Advocacy for program participants in the community & working closely with program specific supportive services
- Problem resolution with participants, landlords, & supportive services

Administrative Duties

- Build & manage positive professional relationships with community partners
- Actively participate, attend/host, and/or lead program specific meetings with program providers
- Ensure key initiatives and status reporting are coordinated and communicated with community partners through various mediums i.e. (Dropbox, Google Docs, Data spreadsheets, written/verbal, and face-to-face)
- Oversee the development of strategic plans or operations ensuring the assigned program is integrated into company and partner objectives
- Ensure compliance with relevance to funding source requirements
- Review and coordinate program budget utilization with the Chief Programs Officer
- Manage community partner housing referrals and determining applicant eligibility

HOM, INC. PROVIDES COMPETITIVE WAGES AND EXCELLENT BENEFITS INCLUDING:

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|---------------------------------------|-------------------------------|
| ◆ Paid Time Off Program | ◆ S.I.M.P.L.E. IRA |
| ◆ Paid Holidays | ◆ Tuition Reimbursement |
| ◆ Medical, dental and vision benefits | ◆ Employee Incentive Programs |
| ◆ Section 125 Cafeteria Plan | ◆ Bi-weekly chair massages |

Interested applicants should send a cover letter and resume, including salary history, to employment@hominc.com. The position will remain open until filled.

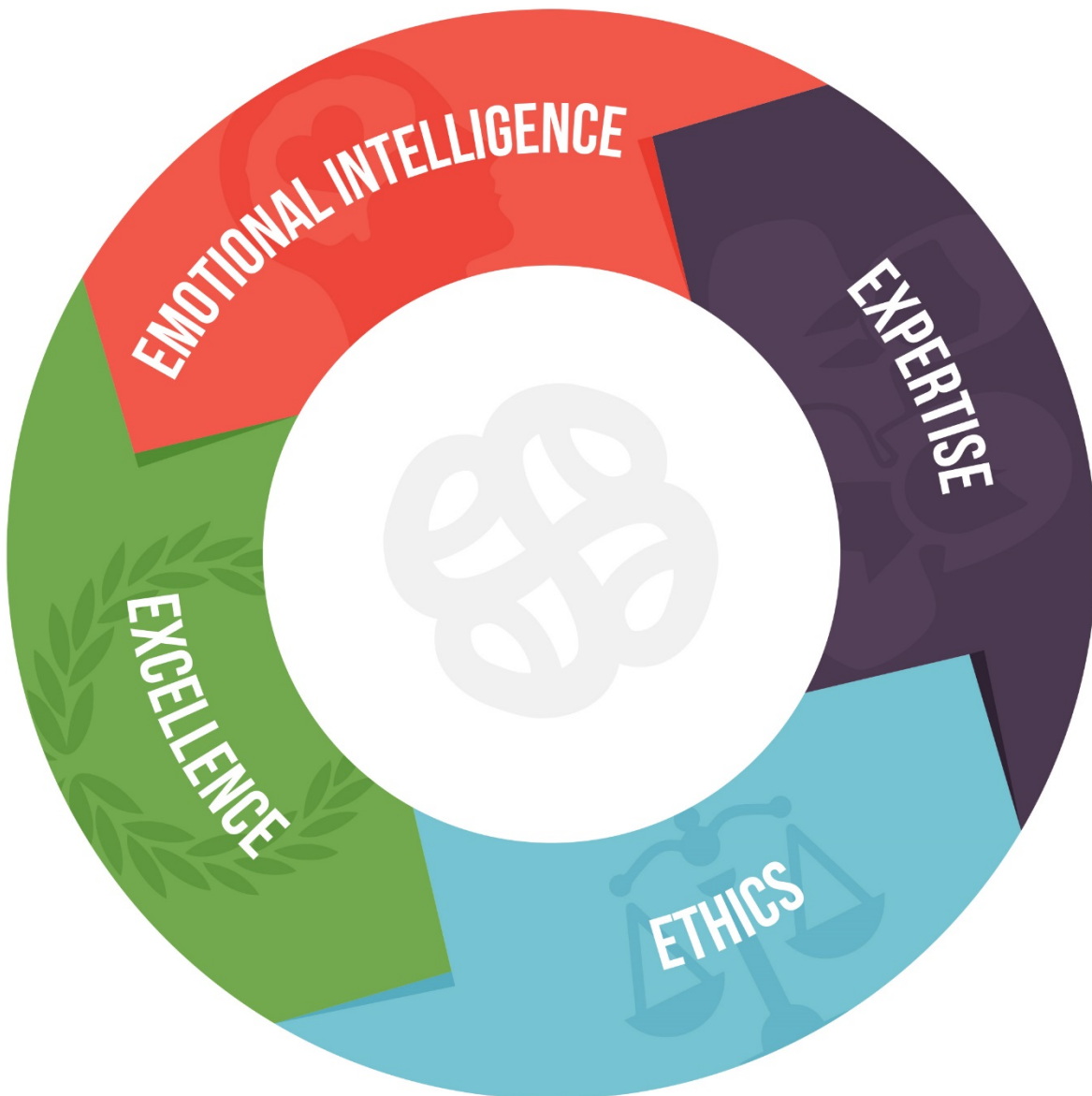




HOM Competency Model

HOM, Inc., values each and every employee and the jobs they are hired to perform. We take great pride in stating the “BEST of the BEST” work here. Team members are HOM’s greatest asset and you make us stand out as a leader in our “Housing” community. In order to continue excelling as an organization and as a team, the *HOM Competency Model* was developed.

The *HOM Competency Model* is a collection of the “Four E’s”: Ethics, Emotional Intelligence, Excellence, and Expertise. These skills and attributes together define successful performance for our organization. The model should guide team members in their actions and behaviors in order to deliver superior performance in their positions. It is our vision that employees will aspire to embody these principles as they carry out their functions at HOM, ensuring the company continues to offer exceptional service to our customers and remains a positive and nurturing work environment.



EMOTIONAL INTELLIGENCE

Empathy – HOM staff members make every effort to identify with the experiences and feelings of others. Empathy and compassion fosters communication and shows we have listened to another's concerns and understand their challenges. Relationships are strengthened when there is respect and a feeling that HOM is striving to meet an individual's needs. Customers and co-workers respond positively when they feel we have their best interest at heart.

Impact - People have the power to influence each other positively or negatively on a daily basis. HOM employees are a consistent positive influence on customers and co-workers. Employees maintain their positive attitude even in the face of a negative interaction with a customer or co-worker. HOM staff keep all conversations regarding program participants, landlords, and partners positive and genuine. HOM and its employees cultivate relationships in the community that make a difference and change lives.

EXPERTISE

Vision – HOM operates in a fast-moving business environment that requires decisive action. HOM utilizes its flexibility to seek out and react to opportunities. Employees seek knowledge and are adaptive to new opportunities and assignments that help the company maintain its excellence. Adaptive employees provide value to the company through utilization of their knowledge and various talents for the greatest good of the employee and company.

Experience – We are well rounded professionals with various life and professional experience. Employees are developed through a broad range of education, work, volunteer, and personal interests. Each employee brings unique qualifications, adding value to the entire team and making HOM better. HOM encourages and provide for employees to obtain advanced learning and professional development.

ETHICS

Honesty – HOM promotes honesty and transparency in all business transactions. HOM manages Federal funds which require the highest level of integrity. We ensure program participants receive appropriate and accurate assistance and partners receive an honest accounting of program operations. We keep commitments to our partners, participants, landlords, and each other. HOM and its employees can be trusted to deliver on their promises. Therefore, we never provide excuses, rather we quickly and honestly work toward solutions.

Dignity – Each participant in our housing programs brings with them unique talents, interests, and godness. Employees ensure that individuals are treated with dignity and valued for their life experience. Treating others with dignity and respect is part of the foundation of HOM's commitment to customer service. This treatment extends to our co-workers, landlords, community partners, and all we serve. We remember and follow the "Golden Rule".

EXCELLENCE

Quality - HOM continually works to be the very best in housing individuals and families with special needs. Employees fulfill their job duties in accordance with the company's values. We instill and recognize the responsibility of each staff member to contribute to the success of the company and our programs in the community. We maintain the highest industry standard of accuracy, customer satisfaction, confidentiality, financial management, and policy alignment.

Leadership – HOM is an industry leader. We exhibit the very best in customer service, knowledge and innovation. Others to look to HOM Inc. for guidance and support to solve the most challenging issues. Our employees are leaders amongst their peers. Employees are members of housing advocacy and community interest organizations; we lend our expertise and provide volunteer service to these organizations.

