**Rural Community Assistance Corporation**

**Job Description**

***Rural Development Specialist - Housing Counseling***

**Classification:** *Grade 10* **Department:** *Housing Programs*

**Status:** *Exempt* **Supervisor:** *Housing Counseling Program Manager*

**Organization**

Founded in 1978, RCAC seeks to collaboratively build the capacity of organizations that serve low-income people living in the rural West (13 states including Alaska and Hawaii). RCAC works in partnership with small rural and Indigenous communities and other local agencies to provide tools and resources necessary to improve their quality of life. RCAC offers a wide range of services to communities with fewer than 50,000 people including technical assistance and training for environmental infrastructure; affordable housing development; economic and leadership development; and financing to support community development. Since its inception, RCAC’s dedicated staff and active board have helped affect positive change in rural and Indigenous communities across the West.

**Housing Programs**

The Housing Department provides technical support to local organizations working in a variety of housing programs.

* The Development Solutions program works with organizations to develop and manage affordable rental and homeownership housing.
* The Homeownership Solutions program supports a network of approximately 48 self-help housing agencies.
* The Housing Counseling program is a HUD intermediary for 17 groups and provides training to housing counseling agencies.
* A newly created Disaster Recovery Services program.
* A newly created Single Family Housing program, to promote homeownership in rural and Indigenous communities.

**Position Description**

The Rural Development Specialist – Housing Counseling will provide training and technical assistance to nonprofit agencies to implement RCAC’s housing counseling programs. Major responsibilities include but are not limited to:

* Conduct site visits to ensure sub-grantee compliance with contract requirements
* Provide technical assistance
* Conduct performance reviews on agencies receiving HUD or housing counseling funds
* Perform outreach and networking
* Plan and/or deliver training
* Program development
* Administrative duties

Work performed will be in the technical areas of housing counseling and nonprofit agency operations and management.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. Duties and responsibilities include, but are not limited to:**

* Understand, interpret, and explain program requirements to our network of agencies including, but not limited to: HUD Housing Counseling Handbook 7610.1 and 24CFR Part 214, Part 84 and Part 85.
* Monitor network organizations to ensure their housing counseling work and reporting conforms to their contract requirements.
* Assist in the processing of draws; develop and maintain project workplans and sub-agreements.
* Conduct site visits andperformance reviews with sub-grantees.
* Deliver direct technical assistance to network organizations and ensure their scope of work is completed.
* Collaborate with the housing counseling team on team and departmental strategic planning sessions.
* Plan, prepare and deliver in person and/or online technical training relating to housing counseling at various conferences, institutes, workshops, or clinics.
* Collaborate on RCAC funds applications and coordinate the internal NOFO process for the network organizations.
* Facilitate meetings for sub-grantees and funders.
* Stay current on applicable government regulations and policies that govern housing counseling.
* Provide weekly updates to the network.
* Approve staff changes, workplan updates or other items governed by the contract or funder.

**Skills and Qualifications**

* Knowledge of housing counseling, particularly HUD-funded programs
* Ability to work independently and in a team environment
* Ability to troubleshoot and problem solve
* Ability to effectively prioritize multiple tasks and provide a high level of customer service
* Ability to listen effectively and communicate verbally and in writing
* Ability to proofread and edit documents
* Develop and deliver training for adult learners
* Proficiency with computer software including Microsoft Office Suite
* Experience/Ability to facilitate meetings with external partners

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in an office requires the ability to operate computers and various pieces of office equipment, including the telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to two days per month) to heavy (up to ten days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

Experience:

Three years of experience in housing counseling and/or other housing programs (education may be substituted for experience)

Preferred Education:

Associate or bachelor’s degree preferred (additional qualifying experience may be substituted)

**Special Requirements:**

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.

**While there is no specific location for this position, RCAC prefers that the position be located within its service area.**

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*

RCAC employees are federally mandated to be vaccinated against COVID-19 as a condition of employment, subject to reasonable accommodation as required by law.