

NOTICE OF JOB POSITION OPENING

Date Posted: 4/21/2021

POSITION TITLE: Sr Rehab Manager
LOCATION: 514 S 16th St. McAllen, TX 78501
REPORTS TO: Construction Director
PAY RANGE: Pay Grade E \$35,811 - \$53,716

PRIMARY PURPOSE:

Responsible for interviewing client applicants, gathering information, processing applicants for home rehabilitation or new home construction, and perform on-site inspections. Responsible for interviewing, processing, and presenting home rehabilitation loan/grant requests to Executive Director and Loan Committee for approval. Also responsible for developing and maintaining updated information on available grant and loan products and services for qualified applicants. Also responsible for making presentations to funders, partners, community groups and other interested parties.

RESPONSIBILITIES:

1. Gather and maintain constant communication with community organizations and non-profits to obtain current programs and services for those families that need home rehabilitation or repair assistance.
2. Interviews and processes loan application including ordering credit reports and issuing disclosures
3. Issues verifications as needed and verifies accuracy of data on application
4. Reviews the loan file to ensure compliance with all applicable laws and requirements and program guidelines
5. Prepare environmental checklists for each home to ensure compliance with all applicable laws and requirements and program guidelines, including scattered site lots and purchased lots.
6. Prepare bid specifications on work to be bid out
7. Performs pre-closing review of all documents and corrects as necessary
8. Responsible for customer call backs and construction complaints
9. Perform weekly inspections of homes under construction or repair to ensure completion progress prior to payment
10. Process Emergency Repair Grant Applications
11. Responsible for conducting outreach including making presentations to funders, partners, community groups and other interested parties.
12. Provide assistance to primary staff in the area by answering telephones, assisting walk-in customers and providing general program information to interested parties.

EDUCATION/CERTIFICATION/EXPERIENCE:

1. High School Diploma from an accredited high school or equivalent required.
2. Bachelor's Degree from an accredited high school or equivalent with a major in Business is preferred.
3. Valid, current and non-restricted Texas Driver's License required.
4. Minimum of three-year' experience in the area of home construction.
5. A working knowledge of all International Building Codes and International Residential Codes for 1 and 2 family dwellings.
6. A minimum of three-year experience in implementation and compliance of federal CDBG and HOME funds preferred.

RELEVANT LICENSES/CERTIFICATIONS

7. Ability to obtain Texas Mortgage Lending License (NMLS)
8. Ability to obtain a Notary Public Commission
9. Must be or have the ability to obtain lead paint certification, weatherization certification, and rehab specialist certification with NeighborWorks®

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

1. Fluent in Spanish language in both written and verbal styles.
2. Expert knowledge of residential construction and home rehabilitation, including on-site inspections as required.
3. Ability to process grants/loans following internal guidelines and processes in accordance to HUD (United States Department of Housing and Urban Development).
4. Working knowledge of Microsoft Excel, Word, or comparable word processing/data base programs.
5. Ability to read, analyze and interpret general documents, and government regulations.
6. This job operates 40% in the field and 60% in a professional office environment.

Complete online application at www.ahsti.org [Select Careers]. Questions? Email careers@ahsti.org

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