



Atlantis Community Foundation

JOB TITLE: Rental Assistance Residential Coordinator

EMPLOYMENT TYPE: Full time

SALARY RANGE: \$45,000 - \$53,000

UNIT: Rental Assistance Division

JOB LOCATION: 201 S. Cherokee St, Denver

RELEASE DATE: 5/13/21

CLOSING DATE: Until filled

About the Atlantis Community Foundation

The Atlantis Community Foundation (The Foundation) was created in 1998 as a 501 (c) 3 non-profit. The Foundation was established to assist individuals with disabilities in integrating into all parts of society by increasing the availability of accessible, affordable, integrated housing.

The Foundation currently operates 160 apartment units in 7 properties that house persons with disabilities and non-disabled tenants in addition to its rental assistance division which administers over 350 HCV and SHV for the State of Colorado's Division of Housing.

Why work for the Atlantis Community Foundation?

If your goal is to find challenging work in a nonprofit agency with highly engaged workers who believe the work we do is important, consider joining the dedicated people of Atlantis Community Foundation. In addition to a great location and rewarding, meaningful work, we offer:

- **Flexible workplace, work schedule and remote-work options available**
- Medical and dental plans
- Ten paid holidays per year plus vacation and sick leave
- Training opportunities, and more.

POSITION SUMMARY:

Conducts program related services and paperwork to ensure Housing Choice Voucher Program compliance for the Colorado Division of Housing's Housing Choice Voucher (HCV) and State Housing Voucher(SHV) Program participants. Program related services and paperwork include: conducts third party verification of all income and expenses, calculates rent subsidies using the form 50058, conducts annual and special HQS inspections, conducts voucher briefing for all new admissions participants. Additionally, this includes meeting with participants in person or providing written information/correspondence necessary for eligibility, new admissions, reexaminations and other relevant actions. This position also works with program participants and landlords to ensure compliance with state and federal policies/regulations through the day-to-day functional administration of the program;

Others duties as assigned.

Housing Quality Assurance (HQS) Compliance

Applies HUD's detailed standards when independently Conducting Housing Quality Standards inspections for participants. This position is responsible to follow up on all failed HQS inspections for caseload, ensuring that the landlord/owner is informed of failed items, tracking all due dates as they relate to annual HQS inspections. Sends all required correspondence regarding failed HQS inspections and the timelines to make repairs to landlords;

Other duties as assigned.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT

Minimum Qualifications:

Bachelor's degree from an accredited institution in psychology, sociology, social work, business, finance, or other related field AND (1) One year of professional experience administering a HCV or Public Housing Program.

Substitutions:

- Additional experience administering a HCV or Public Housing Program to individuals with disabilities will substitute for the degree requirement on a year-for-year basis.
- Additional appropriate education will substitute for the required experience on a year-for-year basis.

Preferred Qualifications:

- Experience with the Elite Housing Software System
- More than one year experience in providing support to individuals with disabilities
- Experience interpreting rules and policies
- Experience conducting Housing Quality Standards (HQS) inspections

Required Skills and Competencies:

- Ability to work in a team environment
- Ability to work collaboratively with stakeholders
- Excellent interpersonal skills
- Strong attention to detail
- Effective analytical and problem-solving skills
- Effective verbal and written communication skills
- Ability to prioritize and organize work to accommodate and meet the changing needs of the department and meet deadlines
- Proficiency with MS Office suite, specifically MS Excel
- Ability to work independently

Conditions of Employment:

- Successful passing of the criminal background check is required
- Drivers license required

Application Checklist:

Please submit a cover letter and a resume to Niner.Susan@gmail.com by the closing date for this announcement along with any other documentation you believe will assist us in reviewing your qualifications for this position.

Supplemental Information:

The Atlantis Community Foundation believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The Atlantis Community Foundation is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, a medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law. Atlantis Community Foundation is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require a reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to Pat Coyle, at [720-660-5210](tel:720-660-5210) or pcoyl929@gmail.com.