

THE RESURRECTION PROJECT

Job Description



Position Title	Recertification Specialist
Supervisory Relationship	Senior Property Manager
Organization General Description	<p>After 28 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$500 million in community investment.</p>
Division Purpose	<p>The primary focus of the Property Management division is the management of the social, fiscal, and physical aspects in the operation of TRP-owned residential, commercial, and community properties.</p>
General Job Description	<p>The Recertification Specialist is primarily responsible for assuring that tenant files are in compliance with federal, state and local laws by which the properties are subject to.</p> <p>The immediate objective of the Recertification Specialist is to capture a greater share of earned income opportunities by achieving maximum occupancy levels not being less than 95% and ensuring various compliance requirements for TRP managed properties. The Recertification Specialist will work closely with Property Management staff to accomplish identified organizational goals.</p> <p>Additional duties of the Recertification Specialist include marketing collaboration, promotion, and relationship building efforts related to other TRP initiatives, products, and/or services such as Community Programs, Financial Wellness, and Resource Development.</p>
Primary Job Duties and Responsibilities	<ul style="list-style-type: none">• Mail/distribute lease renewal/recertification letters 120 days prior to expirations. Included with the expiration notice is the questionnaire, and a request to return verification information to verify the income and assets.• Follow up with the managers to review the Tenant Income Certification (TIC) forms drafted prior to lease renewal.• Prepare TIC & leasing documents for Property Managers with lease riders in TRP Perfect File Folder format and update management software.• Develop and maintain working knowledge of Chicago Landlord Tenant Ordinance, Fair Housing law, and regulatory agreements with financial supporters, including but not limited to, programs with the City of Chicago Department of Planning and Development, Illinois Housing Development Authority (IHDA), HUD, CHA, CLIHTF, LIHTCs, financial institutions, and other sources of renter subsidies and affordable rental financing.• Analyze information given by applicants to determine eligibility.• Update forms and/or procedures where needed or offer suggestions to expedite processes and/or procedures.• Ensure adherence with Fair Housing Laws, City of Chicago Resident Landlord Ordinance (RLTO), and any other applicable state and local ordinances or laws.• Ensure reports are completed in a timely manner.• Attend inspections with the Property Manager, notating any issues.• Audit resident files making notes of issues and ensuring they are all compliant.• Perform other duties and projects as assigned.

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Performance Measures

- Timely and quality production of recertifications and reports.
- Timely follow-up with participants and accurate tracking of all communication.
- Professional written and verbal communication with applicants and residents.
- Effective, accurate, and consistent execution of daily responsibilities.
- Effective, strategic development of relationships with member institutions, peers, leaders, and partners.
- Active participation in required staff meetings and programs.

Essential Qualifications and Skills

- Current Illinois Leasing License and/or the ability to obtain within three months of employment as needed.
- Must have or be able to obtain certifications of Certified Occupancy Specialist/Tax Credit Specialist or Blended Occupancy Specialist (at employer expense).
- Ability to multitask and work in a fast-paced environment.
- Must have working knowledge of LIHTC guidelines and/or Tax Credit Specialist (TCS) certification designation.
- Public housing guideline knowledge or the ability to obtain the RIM Public Housing Rent Calculation designation within six months of employment.
- Attendance of the CHA Yardi training, successful passing of the exam, ensuring the issuance of a Yardi password.
- Proficient knowledge of MS Office, MS Excel, Property Management software, and internet required. Boston Post and Salesforce/CRM a plus.
- Excellent written and oral communications skills.
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic, and racial/ethnic backgrounds.
- Highly motivated and demonstrated ability to work independently as well as part of a team.
- Bilingual in English/Spanish preferred.
- Strong attention to detail.

Special Working Conditions and Demands

1. Willingness to work flexible hours as needed; evenings and weekends required.
2. Access to a car, valid driver's license and insurance, ability to travel within the metropolitan area, and sometimes out of state.
3. Must be able to visit construction work sites/hard hat areas, including walking and maneuvering on uncompleted floor surfaces, among construction materials and debris, and climbing stairs and ladders.
4. Maintain required job skills and all professional competencies. Attend and participate in required educational programs and staff meetings.
5. Cultivate, manage, and expand relationships with TRP member institutions, leaders, and partners to promote TRP's rental goals and organizational mission.

Position Classification

Full-Time, Exempt

Preparation Date

5/15/18

Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions

Send resume and cover letter describing your skills and interest to trpjobs@resurrectionproject.org. No phone calls please.

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