

**Beach House, Inc.**  
**Housing Inspection Specialist**

**MISSION:** The mission of Beach House, Inc. dba Leading Families Home is to help families transition from homelessness to permanent housing. Our vision is to build a better future for our community by providing life changing resources.

**POSITION SUMMARY:**

The purpose of the *Housing Inspection Specialist* is to support the mission and vision of the organization by consistently providing quality housing inspection services, facilitating landlord tenant education workshops, providing landlord-tenant mediation services, and providing compassionate client centered services to a diverse population. This will be accomplished by following the U.S. Department of Housing and Urban Development (HUD) regulations, Housing Quality Standard (HQS) guidelines, and agency policies and procedures while working with staff and numerous community partners to provide essential agency services. The *Housing Inspection Specialist* will perform all duties and responsibilities in a manner that models the mission and vision of Beach House, Inc dba Leading Families Home.

**DUTIES AND RESPONSIBILITIES:**

- When eligible, will complete the UPCS Inspection Certification Training through HUD and maintain certification throughout the duration of employment
- Locate safe, sanitary, and affordable housing for program participants following HUD guidelines and HQS standards while adhering to the rent reasonable and fair market rental limits
- Accompany program applicants and participants to view housing units
- Mediate disputes involving landlords and program participants while demonstrating a professional and healthy landlord-tenant relationship
- Conduct rent reasonable valuation test for program applicants, participants, and other housing providers in the Continuum of Care (CoC)
- Conduct HQS initial, annual, interim inspections and re-inspections for program applicants, participants, and other housing providers in the CoC
- Facilitate the tenant education workshop and offers suggestions for relevant content
- Assist with the development of the quarterly newsletters and e-newsletters for program participants and landlords, respectively
- Participates in the biannual landlord forums
- Regularly recruits new landlords
- Establishes and maintains a positive working relationship with program participants, staff, landlords, vendors, volunteers, and community members
- Maintains a working knowledge of community resources
- Maintains a high level of ethical conduct regarding confidentiality, dual-relationships, and professional stature while ensuring a safe, professional, and supportive environment
- Maintains client and program records in accordance with applicable standards and regulations
- Identifies and provides emergency crisis services according to agency policy and procedures
- Transports program participants according to agency policy and procedures as needed
- Participation in fundraising events for the organization as needed
- Attends trainings, meetings, and community events as required
- This position does not include any supervisory duties
- Reports directly to the Lead Housing Inspection Specialist for supervision.

**QUALIFICATIONS:**

- Bachelor's degree in social service field plus previous experience that is directly related to the duties and responsibilities specified, OR
- Associates degree with a minimum of three (3) years of experience directly related to the duties and responsibilities specified above, AND
- Valid Ohio driver's license and insurance.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to demonstrate self-care
- Ability to have fun
- Ability to support and care for others
- Ability to communicate effectively with supervision and leadership staff regarding critical incidents
- Basic knowledge of the State of Ohio and local building code regulations
- Strong interpersonal skills with the ability to communicate effectively (both verbal and written) and solve problems related to landlord tenant laws
- Experience working with individuals who have a physical, developmental, emotional, and/or mental disability
- Experience working with individuals from various social, economic, and ethnic backgrounds
- Strong organizational skills with the ability to manage a flexible schedule that includes working in the field, in the office and remotely from home
- Ability to work with minimum day-to-day supervision
- Demonstrated ability to effectively interpret policy and procedures
- Demonstrated ability to work independently and creatively within set guidelines
- Ability to approach problems pro-actively with a solutions-focused mindset
- Ability to work as a team member in the planning, implementation, and evaluation of individual service plans
- Strong knowledge of community resources
- Strong competency with Microsoft Office software, including Word, Excel, Publisher, and Power Point
- Demonstrated ability to monitor, assess, and record client progress in a timely and detailed manner
- Ability to gather data, compile information, and prepare reports
- Must be prompt and dependable
- Willing to work under adverse conditions such as going into small spaces including attics, crawl spaces, etc.
- Ability to climb stairs and lift, push, and/or pull up to 50lbs.

## **AGENCY**

- Adheres to Beach House, Inc.'s policies and procedures.
- Acts as a role model inside and outside of the organization.
- Performs other duties deemed necessary for the benefit of Beach House, Inc.

## **WORKING CONDITIONS:**

Working conditions described are representative of those that must be met by an employee while performing the essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.

- Smoke-free working environment
- Drug and alcohol-free working environment
- Weapons free working environment

*Beach House, Inc. dba Leading Families Home is an equal employment opportunity employer that selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, genetic information, or other protected group status.*

*This position description is not intended to be a completed list of all responsibilities, duties or a skill required for the job and is subject to review and change in accordance with the needs of Beach House, Inc. dba Leading Families Home and contractual obligations.*

*Like most American employers, LFH does not offer employees formal contracts of employment. Rather all employment is "at will," meaning that either you or the Company may end your employment at any time for any reason.*

