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| |  |  |  | | --- | --- | --- | | https://agency.governmentjobs.com/images/AgencyImages/sc.jpg | STATE OF SOUTH CAROLINA **State Housing Finance & Development Authority** 300-C Outlet Pointe Blvd. Columbia, SC 29210 |  | | **INVITES APPLICATIONS FOR THE POSITION OF:** | | | | **Foreclosure Coordinator** | | |   *An Equal Opportunity Employer*   |  | | --- | | THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. | |
| |  |  | | --- | --- | | **OPENING DATE:** 02/28/23 | **CLOSING DATE:** 03/08/23 05:00 PM | |  | | | **JOB TITLE:** (MOR) Coordinator | **CLASS CODE:** AH35 - Program Coordinator (TLE) | | **POSITION NUMBER:** 61051829 | **SLOT NUMBER:** | |  | | | **STATE SALARY RANGE:**   $45,000.00 - $55,000.00 Annually | **AGENCY HIRING RANGE - MIN:** $45,000 **AGENCY HIRING RANGE - MAX:** $55,000 |  |  | | --- | | **LOCATION:** Lexington County, South Carolina | |  | | **JOB TYPE:**  Time Limited - Full-Time | |  | | **NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00) | |  | | **RESIDENCY REQUIREMENT:** **RESIDENCY REQUIREMENT SPECIFICS (IF ANY):** | |  | | **AGENCY SPECIFIC APPLICATION PROCEDURES:**  All applicants must submit a completed online employment application and the supplemental questionnaire. Resumes will not be accepted in lieu of the required application and supplemental questionnaire. Postings close at 5 pm EST on the day listed in the announcement. |   **JOB RESPONSIBILITIES:**  The South Carolina State Housing Finance and Development Authority (SC Housing) serves as the Project- Based Section 8 Contract Administrator on behalf of the U.S. Department of Housing and Urban Development (HUD) under a Performance-Based Annual Contributions Contract.  SC Housing contracts with over 250 properties to provide rental assistance subsidy to over 17,000 extremely-low and very-low income families throughout the State of South Carolina.  SC Housing's responsibilities include ensuring that owners and their properties comply with the terms of a Housing Assistance Payments Contract and associated HUD regulatory guidance.   This position provides the opportunity to learn about and/or apply an extensive knowledge and understanding of the regulatory requirements associated with the administration of HUDs Project-Based Rental Assistance program and the associated compliance requirements.  There will also be opportunities to learn other duties and responsibilities associated with SC Housing's contractual responsibilities under the Performance-Based Annual Contributions Contract.   Essential duties and responsibilities associated with this position include, but are not limited to the following:   * Coordinates and conducts on-site Management and Occupancy Reviews of properties in SC Housing's Project-Based Rental assistance portfolio to ensure owners/agents comply with applicable HUD regulations and policy guidance. * Performs and/or follows-up on physical inspections to determine that owners/agents have remediated exigent health and safety issues. * Enters required review data into HUD and other applicable database software. * Completes, finalizes and provides associated MOR results to property owners/agents for appropriate action. * Conducts follow-up activities to ensure all identified deficiencies are corrected properly and within established timelines. * Assists with regulatory research and development of review procedures to ensure an effective and efficient review program. * Works with program management to develop or revise processes to resolve concerns identified during Quality Control reviews or external audits. * Develops and provides training and technical assistance to staff, owners/agents and other industry partners related to all aspects of the Management and Occupancy Review requirements and processes. * Assists in addressing and resolving tenant issues/complaints.   **MINIMUM AND ADDITIONAL REQUIREMENTS:**  **Agency Minimum Requirements\*:** A high school diploma and two (2) years of full-time experience in housing subsidy programs, property management, housing finance or other related housing fields.  *\* Candidates must specifically meet the Agency Minimum Requirements or an equivalent combination of education and experience to be considered for this position.*  **Additional Requirements:**  Ability to multi-task and manage time effectively, prioritize tasks, and process time sensitive materials in a fast-paced environment. Must interpret laws, regulations, policies and procedures relevant to regulatory requirements and contractual obligations. Can exercise judgment and discretion to make sound decisions supported by facts. Possess strong technical skills, with proficiency in all Microsoft Office products. Ability to perform complex tasks in Microsoft Access and Excel, such as report design/generation, spreadsheet design/layout and calculations/formulas, and experience accurately keying data into existing databases. Establish and maintain effective working relationships with department staff, coworkers, external partners, and customers with a wide range of program related experience. Possess excellent verbal and written communication skills to write letters and other business-related correspondence that are professional in appearance and content. Maintain organized, accurate, and updated files. Present training and provide technical assistance to owners/agents through oral presentations conducted at workshops and implementation meetings.  Must be able to lift and carry files, books and reports weighing up to 20lbs. Must be able to perform filing, desk work and operate general office equipment. Must be able to sit or stand for prolonged or intermittent periods of time while sharing, gathering or presenting information to other staff members or external parties. Employee must be able to perform these tasks with or without reasonable accommodations. SC Housing is committed to a diverse workforce and does not discriminate on the basis of race, color, national origin, religion, age (40+) or disability, sex (Including pregnancy, childbirth, or related medical conditions, sexual orientation, or gender identity)  .**PREFERRED QUALIFICATIONS:**  A Bachelor's degree in business, accounting, finance or related field and related full-time experience in housing subsidy programs, property management, housing finance or other related housing fields.  **ADDITIONAL COMMENTS:**  **What makes us Different?**  We are a state governmental agency but one unlike you’ve encountered before. We operate much more like a private sector business. We are a self-sustaining operation that offers rental and homeownership products, and services.  As a result, we face many of the same regulatory, market, and financial hurdles of private sector financial institutions. Our clear advantage to employees is that we offer challenging, and meaningful work but with an appropriate work-life, home-life balance as well as excellent state government benefits. Now we’re looking to reinforce our team with a person who is energetic, brilliant, and talented.    **Our Benefits Package:**  The South Carolina State Housing Finance & Development Authority offers an exceptional benefits package that includes:   * Telecommuting Options * Accrued Paid Time Off (15 days annual/vacation leave per year and 15 days sick leave per year) * 13 paid holidays * Health, dental, vision, long term disability, and life insurance for employee, spouse, and children * [PEBA Perks](https://www.peba.sc.gov/pebaperks.html) * [Free Telehealth Visits](https://campaigns.muschealth.org/virtual-care/index.html) for State Health Plan members * Free Health Programs for behavioral health, chronic conditions, healthier lifestyles, and maternity * State Retirement Plan * Deferred Compensation Programs   + 401k and 457 plans * [MoneyPlus](https://www.peba.sc.gov/moneyplus) (tax-favored accounts program) * Employee Assistance Program * [Adoption Assistance Program](https://www.peba.sc.gov/other-benefits/adoption-assistance) * [Employee Discount Programs](https://www.admin.sc.gov/dshr/employee_discount_programs) * Casual Fridays * Tuition Reimbursement Program (after 6 months of employment) * And much, much more!   **Location, Location, Location:**  The Palmetto State offers something for everyone. Located in the Midlands, Columbia is both the state capital and South Carolina's second-largest city. It is just a short commute to the state's beautiful beaches and gorgeous mountains. Sunny summers and mild winters allow residents to experience the outdoors year-round, a plus considering that Lake Murray is just minutes away. Great universities and colleges, minimal commute times and friendly people make South Carolina the ideal place to build your future.    [Click here to explore Columbia, SC and all it has to offer.](https://www.experiencecolumbiasc.com/)     **Intrigued?  Apply now!** |
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