



JOB ANNOUNCEMENT

HOUSING SPECIALIST

HOM, Inc. is currently seeking an experienced housing professional for the position of Housing Specialist. HOM, Inc. administers tenant-based rental assistance programs for persons with disabilities. These programs are funded by both state and federal sources, including Shelter Plus Care, Supportive Housing Programs, and the Mainstream Program. These programs serve approximately 1,200 disabled households throughout the Phoenix metropolitan area and surrounding communities in Maricopa County. Housing Specialists are responsible for managing a caseload of approximately 225 program participants.

MAJOR HOUSING SPECIALIST RESPONSIBILITIES INCLUDE:

- Conduct initial program orientations for new program applicants;
- Outreach and education to private landlord/owner community;
- Verification of applicants' income, assets and expenses according to program guidelines and applicable regulations;
- Calculation of Tenant Rent and Housing Assistance Payments;
- Schedule initial Housing Quality Standards (HQS) Inspections;
- Preparation of HAP Contracts and program Occupancy documents;
- Maintain participant files;
- Negotiate Contract Rents and lease terms;
- Perform Rent Reasonableness tests;
- Conduct interim and annual re-certifications;
- Conduct periodic Home Visits;
- Attend and participate in clinical staffings regarding housing issues for program participants;
- Advocacy for program participants in community;
- Problem resolution with clients, landlords, and clinical case management teams;
- Process participant program terminations

CANDIDATES SHOULD MEET THE FOLLOWING REQUIREMENTS:

- Demonstration of performance and attributes contained within the four (4) focus areas of HOM Inc.'s Competency Model shown below; Emotional Intelligence, Relationship Building, Task Management, and Knowledge/Experience
- Minimum of three years experience in the assisted housing industry, property management, or other similar setting;
- Industry certifications of Section 8 or Public Housing Occupancy or ability to obtain within one year of hire;
- Proficiency in Microsoft Office applications including Word, Excel, Access, and Outlook as well as Internet Explorer or a similar internet browser;
- Current Arizona drivers license;
- Equivalent combinations of required qualifications will be considered.

HOM, INC. PROVIDES COMPETITIVE WAGES AND EXCELLENT BENEFITS INCLUDING:

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|---------------------------------------|-------------------------------|
| ◆ Paid Time Off Program | ◆ S.I.M.P.L.E. IRA |
| ◆ Paid Holidays | ◆ Tuition Reimbursement |
| ◆ Medical, dental and vision benefits | ◆ Employee Incentive Programs |
| ◆ Section 125 Cafeteria Plan | ◆ Bi-weekly chair massages |

Interested applicants should send a cover letter and resume, including salary history, to employment@hominc.com. The position will remain open until Friday, December 23, 2011 or until the position is filled.

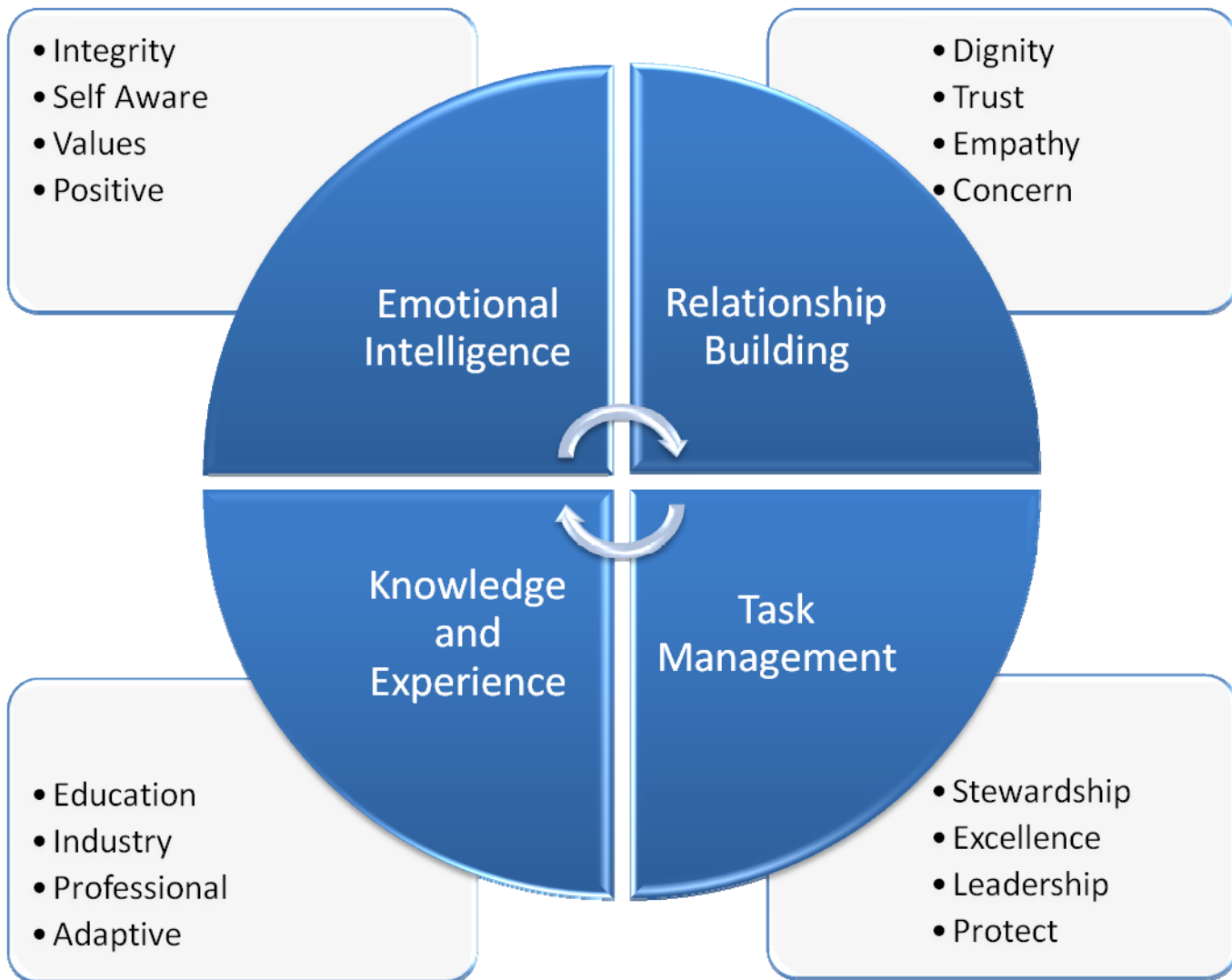




HOM Competency Model

HOM, Inc., values each and every employee and the jobs they are hired to perform. We take great pride in stating the “BEST of the BEST” work here. HOM team members are our greatest asset and you are what make us stand out as a leader in our “Housing” community. In order to continue excelling as an organization and as a team, the *HOM Competency Model* was developed.

The *HOM Competency Model* is a collection of the core values, knowledge, skills and attributes that together define successful performance for our organization. The model should guide team members in their actions and behaviors in order to deliver superior performance in their positions. It is our vision that employees will aspire and embody these principles as they carry out their functions at HOM, ensure that the company continues to offer exceptional service to our customers and remains a positive and nurturing work environment.



EMOTIONAL INTELLIGENCE

Integrity – HOM promotes honesty in all business transactions. Employees' exhibit integrity at all times when communicating with customers regarding deadlines, requests, information, and even mistakes. Excuses are not a part of business operations. HOM manages Federal funds which require the highest level of integrity to ensure program participants receive appropriate and accurate assistance.

Self Awareness – Self awareness is the ability for an individual to understand their own emotions, strengths, weaknesses, values, and motives. Individuals that are self aware are able to recognize their emotions and make a rational decision to potentially separate these emotions from action. Self awareness is a vital piece that increases the level of customer service because employees are able to effectively resolve concerns of customers.

Values – HOM employees adhere to personal and professional values of responsibility, honesty, and caring. Decision-making will be centered on these core values, because these values are present in every employee. Relationships of trust are created with participants, landlords, and service partners because employees internalize and operate with these values.

Positive - People have the power to influence each other positively or negatively on a daily basis. HOM employees strive to be a consistent positive influence on customers and co-workers. Employees maintain their positive attitude even in the face of a negative customer or co-worker interaction. HOM staff strives to keep all conversations regarding program participants, landlords, and partners positive in nature.

RELATIONSHIP BUILDING

Dignity – Each participant in our housing programs brings with them unique talents, interests, and goodness. Employees ensure that individuals are treated with dignity and valued for the life experience they bring. Treating others with dignity and respect is closely related to the core value of caring. This treatment extends to our co-workers, landlords, community partners, and all for which we come in contact. Remember the Golden Rule.

Trust – We deliver the services that we promise to participants, landlords, and community partners. Trust is created because employees' quickly and consistently keep commitments and adhere to their core values of responsibility, honesty, and caring.

Empathy – HOM staff shows empathy which helps build relationships with others. Empathy fosters communication and shows that we have listened to another's concerns and understand their challenges and needs. The relationship is strengthened when there is a common understanding and respect.

Concern – We help others feel and understand our concern for their needs. Customers and co-workers respond positively when they feel we have their best interest at heart. We actively listen, show empathy, ask questions, and share experiences which exhibit our true interest in the well being of others.

TASK MANAGEMENT

Stewardship – Employees fulfill their job duties in accordance with the company's values. We instill a sense of responsibility for each staff member to contribute to the success of the company and our programs in the community. Team members perform their job responsibilities in such a way that enhances the stellar reputation of the company within the community and among partners.

Excellence - HOM strives to be the very best in housing special needs individuals. The staff is a collection of individuals with different backgrounds and unique skill sets which makes HOM a success. We do not settle for less than 100% accuracy, timely service, customer satisfaction, and policy alignment.

Leadership – HOM is an industry leader. Our employees are leaders amongst our peers. We exhibit the innovation and knowledge which causes others to look to HOM Inc for guidance and support. Employees are members of housing advocacy and community interest organizations; we lend our expertise and provide volunteer service to these organizations.

Protect - We are constantly on guard to ensure files are protected and not viewed by unauthorized persons. Consumers are never exposed to poor treatment, especially treatment that is discriminatory. HOM always operates in



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accordance with Federal Housing Laws and does not tolerate discrimination or behavior that denies any individual their right to be treated with dignity.

KNOWLEDGE AND EXPERIENCE

Education – HOM believes in lifelong learning. Education shows discipline, knowledge, and commitment. Employees exhibit the value of education in their life. A High School Diploma is required for employment, but advanced education encouraged.

Industry – HOM strives for its employees to obtain industry credentials that help provide a knowledge base that keeps HOM as a leader in the industry. Certifications in Housing Quality Standards, Rent Calculation, Tax Credit Management, and Real Estate Sales licenses are examples of the knowledge base that HOM seeks. Employees are trained on how to find and interpret HUD regulations, program policies, local laws, and industry best practices.

Professional – We are well rounded professionals with various life and professional experience. Employees are developed through a broad range of business, homeless, and housing industry trainings. Employees take advantage of opportunities for e-learning, webinars, seminars, and professional networking.

Adaptive – HOM operates in a fast moving business environment that requires decisive action. HOM utilizes its flexibility to seek out and react to opportunities. Employees are adaptive to new opportunities and assignments that help the company maintain its excellence. An adaptive employee provides value to the company through utilization of their varied talents for the greatest good to the employee and company.

