



Rehabilitation Specialist / Property Services Manager Full Time

Affordable Housing is seeking a full time Rehab Specialist / Property Services Manager. This position will be based out of the Fond du Lac office, however, work can take place in Fond du Lac, Green and Winnebago counties.

Primary responsibilities are to manage the Home Buyer / Home Rehab Program, coordinate housing purchase and rehab services to home owners and maintenance program for all agency properties. Supervise janitorial staff, conduct staff meetings, prepare bid and RFP's for services, produce work specifications according to federal minimal housing quality standards guidelines. Coordinate and conduct inspections, coordinate construction bid process. Maintain working knowledge of specification writing, current building practices and code specific rehabs. Provide case management services to low income families, facilitate home buying training sessions, assist clients with making home purchase offers, coordinate inspections, oversee first mortgage application paperwork and loan closings. Candidates must have a knowledge of construction practices, housing regulations and zoning codes. Candidates must have a valid drivers license and safe driving record. Housing rehab experience preferred, marketing experience a plus.

Minimum pay is \$19.22/hr with an excellent benefit package. Current resume (or ADVOCAP employment application) with cover letter stating why you wish to have this position and your qualifications should be received by 6/5/18.

Submit to: ADVOCAP Inc., Human Resources, PO Box 1108, Fond du Lac, WI 54936-1108 or FAX: 920-922-7214 or Email hr@advocap.org

<http://www.advocap.org/>

AA/EOE