

The Primavera Foundation - Pathways Out of Poverty

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Contract Specialist, Project Action for Veterans

Description

PROGRAM DESCRIPTION AND JOB SUMMARY

The Primavera Foundation is a non-profit community development organization that has been providing pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. Through individualized service planning, Project Action for Veterans (PAV) offers housing assistance to veterans and their families who are recently homeless or about to become homeless who “but for” this financial and resource coordination assistance would continue to be or become homeless. The program serves Veterans living in Pima, Cochise, Graham, Greenlee, and Santa Cruz counties, and follows the policies and regulations of the Supportive Services for Veteran Families (SSVF) funding from the U.S. Department of Veterans Affairs. PAV is accredited by CARF for Rapid Rehousing and Homelessness Prevention Programs.

The *Contract Specialist* provides administrative support in reviewing and assuring compliance with program requirements, processing related paperwork, and processing program financial transactions, including the creation, distribution, and tracking of payments. The successful candidate will be a highly-structured team player, with exceptional finance and recordkeeping skills, organizational skills, and detail-orientation, as well as the ability to successfully shift between a sense of urgency and completion of methodical, system-oriented processes.

Responsibilities

DUTIES AND RESPONSIBILITIES (*Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the leadership*):

- Ensures the housing habitability inspections and records rent reasonable comparable report are completed prior to temporary financial assistance being provided.
- Keeps financial records as required by VA and participates in VA monitoring, including recording expenditures in HMIS.
- Provides financial records to Resource Specialist.
- Ensures an eligibility recertification is completed every 90 days prior to submitting a check request for TFA.
- Reviews exit files for completeness and ensure compliance requirements are met before archiving.
- Maintains 95% accuracy related to file audits.
- Ensures that 85% of Rapid Rehousing and 95% of Prevention households served exit with permanent housing.
- Attend meetings as required, including but not limited to Primavera all-staff meetings and PAV team meetings.
- Adheres to and demonstrates Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership.
- Submits reimbursement requests/and other related financial documents to finance.
- Other duties as assigned by leadership.

Hiring organization

Primavera Foundation

Employment Type

Full-time

Base Salary

\$ 20

Date posted

April 16, 2024

Making payments

- Communicates payment and eligible charges to landlords and other vendors prior to payment.
- Prepares check request for payments to be sent to landlords or other entities upon receipt of all required documentation from vendor and Resource Specialist based on case plan.
- Deliver checks or send ACH confirmation (direct deposit) to landlords.

Quality Assurance

- Makes recommendations to Co-Directors for continuous program improvement.
- Participates in case reviews and other team meetings as requested.
- Makes recommendations to Resource Specialists that ensure consistency and identify program concerns.

Trainings/staffing

- Attends Project Action case review team meetings and trainings as assigned.
- Participates in Primavera team meetings and training as required.
- Participates in regular service plan/referral services staffing.

Monitoring/evaluation

- Participates in monitoring of participant files and program compliance.
- Regularly updates processes to comply with latest VA standards.

Qualifications

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and proficiency with bookkeeping principles, practices and procedures.
- Strong proficiency with spreadsheet applications.
- Proficiency with fund accounting.
- Ability to work in a fast-pace environment.
- Ability to analyze financial information and take appropriate action to resolve issues.
- Ability to perform duties in a timely manner on a consistent basis.
- Productive and collaborative verbal and written communication skills.
- Excellent computer skills, including proficiency with Microsoft Office programs and web-based databases.
- Ability to work under time restraints while maintaining the accuracy of the data.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Human Services or other related field
- Minimum two years working with basic bookkeeping functions

Note: A combination of relevant experience and educational background may be considered in lieu of degree.

- Must be able to pass a background check
- Must have or be able to acquire a Level 1 fingerprint clearance card

- Must have or be able to acquire first aid/CPR certification
- Must have reliable transportation, a valid driver's license, a clean driving record, current registration, and proof of insurance coverage to attend off site meetings and travel between buildings

PREFERRED QUALIFICATIONS

- Two years of experience working in a social services agency, with at least six months serving homeless populations
- Bilingual English/Spanish
- Experience working with landlords and property managers
- Experience providing rent assistance to people that are homeless
- Preference given to someone that served in the military or has family members that served

PHYSICAL ENVIRONMENT/CONDITIONS

- Office environment with moderate noise level.
- Ability to use general office equipment, including computers, copiers, fax machines, and scanners.
- Visual acuity and hand dexterity to discern information, complete records and reports, and enter data into computer systems.

(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO). No employees and applicants for employment will be discriminated against because of race, color, creed, religion, gender, gender identity, gender expression, actual or perceived sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital or family status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.