

1. Position No. 22104, 22240, 81924	2. Descriptive Working Title Program Assistant, Group Homes		3. Present Classification Clerk V
4. Branch Operations	5. Department Operations Support	6. Work Location Hybrid – Site Central	Date Sept 2013 Revised Jan 2021; Jan 2022
7. Position No. of Supervisor 22081	8. Descriptive Work Title of Supervisor Supervisor, Portfolio Administration		9. Classification of Supervisor AO III
10. Job Summary:			

Reporting to the Supervisor, Portfolio Administration, the Program Assistant, Group Homes performs financial and administrative duties for the Provincial Rental Housing Corporation (PHRC) Group Homes portfolio, year-end reconciliations, mortgage administration and annual market rent reviews for the Provincial Rental Assistance Program (PRAP) Senior Program. He/She/They maintains frequent liaison with internal staff, sponsoring ministries, operators, vendors and other stakeholders.

11. Duties:

1. PRHC Group Homes Administration:

- Reviews information from Group Home Inspection reports submitted annually by Property Portfolio Managers (PPMs) and Asset Strategies and codes the specific maintenance work to be done; develops and updates spreadsheets depending on the value of the proposed work; uploads information into the financial reporting system.
- Budgets:
 - Utilizes data from financial databases, information received from PPMs, Asset Strategies and the Budget department as well as knowledge of various program funding types to prepare draft budget for each group home, including all sources of revenues, expenses (e.g. utilities and mortgage), anticipated maintenance items and capital projects. Adjusts for exceptions such as vacancies, ineligible space and costs.
 - Creates and updates appropriate information systems and databases with budget related information, project updates, address book numbers, banking information for operator payments and recurring accounting entries.
 - Reviews and updates mortgage subsidy calculations, amortizations, ineligible mortgage and operating costs for exceptions, and overall budget line items in draft budgets.
 - Processes mid-year changes to the Ministry Agreements to reflect acquisition of new Group homes and for the removal of Group Homes that are no longer required.
 - Prepares and distributes draft and final copy of the annual budget and complete budget package to sponsoring Ministry and others as required.
- Move In/Out Process:
 - Liaises with sponsoring Ministries, operators and BC Housing (BCH) staff when a new group home is developed or becomes vacant.
 - Drafts the Operator Agreement using the standard PRHC Operator Agreement template and includes all pertinent information.
 - Prepares incoming and exit letters for signature; sets up or suspends monthly operator fees.
- Responds to accounts payable matters including vendor inquiries, discrepancies, and invoices for payment.

2. Agreement Administration

- Assists Supervisor, Portfolio Administration with administration, distribution and tracking of all social housing agreements overseen by the Operations Branch.

3. PRHC Group Home Year End Reconciliation:

- Works closely with sponsoring Ministries and BCH staff to clarify, explain, report and resolve discrepancies.
- Reviews funding requests from sponsoring ministries.
- Codes and maintains databases of Special Funding Requests and other items.
- Tracks year to date variance analysis reports to monitor expenditures.
- Tracks and reviews monthly accounts receivable from sponsoring ministries to ensure correct amounts are paid.

4. PRHC Group Home Mortgage Administration:

- Liaises with the Mortgage Administration department regarding PRHC Group Home mortgages being renewed, paid out in full or fully amortized.
- Updates Group Home Budgets based on information from Mortgage Administrators.
- Recalculates mortgage subsidy funding for PRHC Group Homes upon mortgage renewal.

5. Annual Market Rent Reviews for PRAP Senior Program:

- Reviews and analyzes Market Rent (MR) Appraisals submitted by non-profit societies. Compares the information in the newly obtained MR appraisal to the previous MR appraisal to determine how much the appraised values have increased for each bedroom type and any other factors that may affect the value placed on the units.
- Reviews existing tenant incomes to assess the effects of the proposed new market rent.
- Advises appropriate staff of proposed increases prior to submission for approval.
- Researches current market rents for projects in remote areas by collecting information for communities and existing projects in close proximity. Discusses with the Non-Profit Portfolio Manager (NPPM) the market conditions of the community in question and the status of the existing housing situation with the Housing Provider. Prepares and distributes rent increase letters for NPPM's.

6. General Administration:

- Updates system information, manipulates and/or combines data from various sources to produce records and reports.
- Maintains various tracking systems as they relate to the responsibilities of the position.
- Updates database for all NPPM/PPM portfolio changes.

7. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

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4. Education, Training, and Experience		

Completion of a diploma in Business Administration, bookkeeping, or other relevant discipline.

Considerable work experience in financial administration.

Or an equivalent combination of education, training and experience acceptable to the employer.

5. Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Sound knowledge and understanding of the principles, practices and techniques of program and financial administration.
 - Sound knowledge of accounting practices, budget preparation and reconciliation. Sound knowledge and proficiency in relevant databases, spreadsheet and word processing software.
 - Strong analytical, mathematical, research, investigative and problem-solving skills.
 - Strong planning, organization, and time management skills.
 - Excellent oral and written communication and interpersonal skills, with solid command of the English language
 - Attention to detail and accuracy.
 - Ability to exercise good judgment in making decisions.
 - Ability to learn and understand the BCH Funding Program Social Policy.
 - Ability to handle multiple tasks and work under tight deadlines with changing priorities.
 - Ability to establish and maintain effective relationships with internal and external stakeholders, adjust communication style as required to probe and assess issues.
 - Ability to work independently, and to contribute and co-operate in a team environment.
 - Keyboarding skills at 40 wpm.

6. Occupational Certification:
