

Job Posting

ROSS Service Coordinator & Part-Time Housing Choice Voucher Coordinator (ROSSHCV)

The Clementon Housing Authority is seeking a ROSS Service Coordinator, with P/T HCV Coordinator (ROSSHCV) responsibilities, is responsible for demonstrating working knowledge of community services in the region with particular knowledge of services that are provided for the Senior population living within the facility. Some training in the aging process, elder services, and disability services is required. HCV (Section 8) administers the HCV program by being responsible for all aspects in accordance with the Housing Authority's HCV Administrative Plan, HUD and all other applicable regulations. HCV experience required. Flexible Hours. Possess the appropriate professional license (Driver License a must) where applicable. E-mail resume to wt@clemhousing.net no later than 12:00 noon December 16, 2024. See website <https://clementonhousingauthority.com> for more details.

Clementon Housing Authority

POSITION DESCRIPTION

ROSS Service Coordinator & HCV (Housing Choice Voucher) Coordinator (Duel Role Position)

POSITION SUMMARY

The ROSS Service Coordinator, with P/T HCV Coordinator (ROSSHCV) responsibilities, is responsible for demonstrating working knowledge of community services in the region with particular knowledge of services that are provided for the Senior population living within the facility. Some training in the aging process, elder services, and disability services is required. HCV (Section 8) administers the HCV program by being responsible for all aspects in accordance with the Housing Authority's HCV Administrative Plan, HUD and all other applicable Federal, State and local policies and regulations. HCV experience required. Possess the appropriate professional license (Driver License a must) where applicable. Flexible Hours.

GENERAL ASSIGNMENTS (ROSS)

1. Assists and advises residents and families of the services which may be necessary to maintain a self-reliant lifestyle
2. Promotes wellness activities for all residents
3. Educates residents, families, and staff on available community resources and training opportunities
4. Assists residents in building informal support networks among themselves and with family members
5. Acts as a liaison between community agencies, service providers, and residents
6. Works as a team member with the Housing Manager in serving project residents (follows up on resident situations the manager(s) believe may need supportive services)
7. Encourages residents to be proactive in meeting their social, psychological, and physical needs.
8. Facilitates meeting of needs when necessary, but avoids the creation of unhealthy dependence.
9. Uses the least drastic intervention necessary to alleviate a problem situation.
10. May assist residents or coordinate training for residents in understanding lease and tenancy obligations and tenant enhancement
11. Works in conjunction with the manager(s) and other management staff of the facility.

SPECIFIC ASSIGNMENTS

12. Monitors the delivery of services to residents to ensure they are appropriate, timely, and satisfactory. May also manage such services when appropriate
13. Performs service management function for all residents needing assistance
14. Educates residents on service availability, application procedures, residents rights, etc. both individually and as a group
15. Reports all suspected abuse situations to the appropriate agency
16. Sets up volunteer support programs with service organizations in the community
17. Advocates and may negotiate on behalf of residents for adequate, timely and cost effective provision of services
18. Meets with service providers as needed and appropriate
19. Assembles a directory of community services and makes it available to residents, families, and management
20. Assists management in identifying residents who need assistance

(Note): The ross service coordinator is NOT to provide support services directly. Additionally, their role is NOT one of an activity director, however, educational programming that empowers and enhances resident independence is appropriate.

Clementon Housing Authority

POSITION DESCRIPTION

ROSS Service Coordinator & HCV (Housing Choice Voucher) Coordinator (Duel Role Position)

GENERAL ASSIGNMENTS (HVC Coordinator)

Administer the Section 8 Housing Choice Voucher Program by being responsible for all aspects in accordance with the Housing Authority's Section Administrative Plan, HUD and all other applicable Federal, State and local policies and regulations.

- Determine applicant and tenant eligibility for admissions and continued participation with accuracy and efficiency;
- Calculate tenant rent for admission, interim, annual and special re-examinations with accuracy and efficiency;
- Responsible for maintaining client physical & computer-based case files and records with accuracy and efficiency; review case files for program compliance to assure all documentation, information and signatures are current and consistent, complete, and accurate as required by the Housing Authority, HUD policies and regulations, and all other applicable Federal, State and local laws;
- Process tenant housing assistance for portability with accuracy and efficiency;
- Review landlord/tenant dwelling leases and supporting documentation for program compliance; prepare and execute Housing Assistance Payments (HAP) contracts between the Housing Authority and participating landlord/owner with accuracy and efficiency;
- Prepare and execute rent and Housing Assistance Payment (HAP) adjustments, repayment agreements, compliance and termination notices for program and lease violations;
- Review and process landlord initiated rent increases and/or decreases;
- Brief applicants to explain program requirements regarding Housing Authority, HUD, local and State & Federal policies for admissions and continued assistance;
- Brief landlords/owners on program requirements, Housing Quality Standards (HQS), Housing Authority, local, State and Federal policies, conduct recruitment and outreach methods for program participation;
- Assist applicants and clients in locating appropriate housing;
- Responsible for maintaining high program usage by tracking and filling Voucher vacancies for program utilization; notifies prospective clients of upcoming vacancies, completes leasing procedures and conducts outreach methods in promoting Housing Authority programs;
- Prepare and maintain weekly, monthly, quarterly and annual program utilization reports;
- Mail appropriate notices and correspondences to applicants & program participants for waiting list placement, eligibility, leasing, portability and continued assistance;
- Mediate complaints and lease violations between tenant and landlord/owners. Provide accurate information & knowledge to tenant and landlord/owners questions, disputes, program rights and responsibilities;
- Investigate complaints of program abuse, document and take appropriate action in such cases, per Housing Authority, HUD, Federal, State and local policies and regulations with accuracy and efficiency;
- Schedule appeals or hearings and explain procedure to program applicants and tenants. Take appropriate action based on hearing findings;
- Assists in annual review of the Fair Market Rent (FMR) study, responsible for obtaining information and documentation for Rent Reasonableness data;
- Assist the Executive Director and management staff in revising the Housing Authority's Section 8 Administrative Plan;
- Remain current on occupancy, HUD Section Eight Management Assessment Program (SEMAP), Housing Quality Standards (HQS), and Housing Authority regulations and policies;
- Remain current and informed of legislative and regulations and implement new procedures as required and directed;
- Attend required training and provide training to other staff for cross training purposes to ensure staff compliance with Housing Authority, Federal, State and local policies and guidelines;
- Maintain awareness of local social service agencies and community resources to provide information and referral services to applicants and clients;
- Ability to maintain clientele, staff and agency confidentiality is mandatory;

Clementon Housing Authority

POSITION DESCRIPTION

ROSS Service Coordinator & HCV (Housing Choice Voucher) Coordinator (Dual Role Position)

****Perform other duties as assigned.**

****AT WILL EMPLOYEE**

EDUCATION AND EXPERIENCE

1. Graduation from an accredited college or university preferred
2. Minimum four (4) years' experience in an area directly related to the position.
3. Training and Experience in Case Management preferred