

## Center for Community Action



**Job title:** Housing Program Coordinator

**Work Location:** 510 Washington St Huntingdon, PA 16652  
3 West Monument Square, Lewistown, PA 17044

**Division/Department:** Housing

**Reports to:** Director of Human Services

☒ **Full Time**

☐ **Part Time**

☐ **Exempt**

☒ **Nonexempt**

**Starting Salary:** \$19.55 per hour

### Essential Duties and Responsibilities:

Under the direction of the Director of Human Services, the Housing Program Coordinator is responsible for the oversight of housing programs, assessment of all pertinent activities, development of program guidelines, oversight of compliance with pertinent policies, laws and regulations, measurement of program outcomes and deliverables, create various reports, and respond to inquiries from other agencies and organizations. Position will be required to work out of the Huntingdon and Mifflin County offices.

### Specific Duties:

- Provide oversight for entire housing program's staff through regular meetings.
- Work together with Housing Intake Specialists in conducting intake, determining eligibility and funding allocation.
- Work together with Housing Intake Specialists to engage landlords and rental agencies to create housing opportunities.
- Assess information and monitor the Homeless Management Information System (HMIS) and the Outcome Results System (ORS) on a weekly basis.
- Oversee housing programs in accordance with pertinent rules, regulations, and laws.
- Evaluate, monitor, and report on strategic program improvements.
- Research and analyze housing issues, develop program plans, and monitor program policies.
- Review and finalize client files prior to submitting for final approval.
- Identify housing options for individuals that fulfill their specific location, size, and affordability requirements.
- Assist individuals in understanding and signing lease agreements.
- Assist with Eversign when changes need to be made to documents and templates.
- Troubleshoot housing issues as they arise with staff.
- Assist with consumer support services when necessary.
- Other duties as may be required.

### Education and/or Work Experience Requirements:

- Completion of an Associate Degree in Business Administration and two years experience in housing counseling (mortgage experience is a plus).
- Ability to provide services in accordance with all state, federal, and regulatory guidelines for the provision of counseling services.
- Computer experience in Microsoft Word, Excel, the Internet, and e-mail usage.
- Good oral and written communication skills.
- Good mathematical skills to conduct accurate income computations.
- Skilled in working with office equipment, copiers, facsimile machines, computers, typewriters, calculators, etc.
- Ability to follow oral and written instructions.
- Ability to maintain client confidentiality.
- Must have a satisfactory credit history.
- Valid driver's license, reliable transportation, vehicle insurance to comply with Agency standards of coverage, and willing to travel in all the counties we serve, and other counties as required.
- Federal Bureau of Investigation (FBI) fingerprint processed in accordance with Public Law 92522 and Child Protective Services Law (Title 23, PA C.S. Chapter 63), Federal Criminal History Background Check
- Pennsylvania Child Abuse History Clearance
- PA State Police Report of Criminal History Clearance.

I understand and agree to the terms and requirements of the job duties for this position as set forth above. This organization reserves the right to revise and change job descriptions as the need arises. This job description does not constitute a written or implied contract of employment.

AA/EOE

**Print Employee Name:**

**Employee signature:**

**Date:**