

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**

**JOB DESCRIPTION**

**SPECIAL PROGRAMS COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under the general supervision of the Section 8 Housing Manager, responsible for assisting families participating in the Housing Choice Voucher Family Self Sufficiency Program (FSSP) to overcome barriers to employment while receiving the training and skills necessary to become self sufficient, gainfully employed and independent of all public assistance.

Perform a variety duties, but not limited to, and including building and maintaining partnerships with appropriate local organizations, case management, to monitor and evaluate, implement program goals and objectives, oversee and coordinating the operations and activities designed to assist individuals and families in becoming self sufficient reducing their need for subsidized programs and services. Assist with eligibility, occupancy, hearing, auditing, portability, negotiating and executing contracts and rental agreements with the Housing Choice Voucher Program (HCV), non-conventional programs including Tenant Based Rental Assistance (TBRA) and Adult System of Care (ASOC).

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Section 8 Housing Manager. No supervision of other employees exercised.

**ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

Planning, directing, assigning, supervising and coordinating the operations and activities of the FSSP for the Housing Choice Voucher Program.

Perform a variety of direct service functions for Authority owned non-conventional properties and Housing Authority programs including FSSP, TBRA, ASOC, HCV; ensure compliance with Authority and mandated policies, procedures, standards and regulations.

Duties may include, but are not limited to, learning, interpreting and applying laws, rules and regulations.

Build and maintain partnerships with appropriate local organizations and agencies to develop and improvement of assigned program. Attend, organize, coordinate and/or participate in various community meetings; share and verify program information; establish working relationships with partner agencies.

Perform case management to include conducting intake interviews; gather information for evaluation and supportive counseling in office setting or at participant's homes, referrals, case planning, follow-up and assess needs of participants in meeting long and short-term goals of clients.

Prepare and distribute a variety of correspondence including news letters, marketing materials, policy, procedure, and announcements of rules and regulations. Maintain records for program enrollment and participant attendance.

Conduct support group meeting, address and assess issues: Education, Job Training, Job Search Methods, Job Retention Skills, Communicate Effectively, Assertiveness Training, Budgeting, Maintain Housing, Time Management, Image Consulting, Parenting, Building Self Esteem, Stress Management, Drug and Alcohol Abuse, and Career Counseling

Able to handles crises, facilitate the appropriate resolution, serve as mediator, hearing officer, and exhibit sound judgment in an emergency situations.

Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of assigned program.

Problems, needs, lifestyle issues concerning the physically, socially, and economically disadvantaged.

Maintain accurate, complete and clear files and documentation.

Principles and practices of program development and implementation.

Pertinent Federal, State and local laws, codes and regulations.

Modern office equipment, e.g. computers, applicable software applications, peripheral equipment.

Principles and practices of case management.

Principles and practices of case documentation and record keeping.

Principles of business letter writing and basic report preparation.

Principles and practices of conflict resolution.

Principles and practices used in dealing with the public.

English usage, spelling, vocabulary, grammar, and punctuation.

### **Ability to:**

Work effectively with people from diverse social, economic and racial backgrounds and age groups.

Guide program participants and residents according to program guidelines.

Interpret, explain and apply HUD regulations and Housing Authority policies and procedures.

Operate computer software including word processing, spreadsheet and data base applications.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.  
Type and enter data accurately at a speed of 35 wpm or faster.  
Must be able to work overtime if required.  
Must comply with drug/alcohol free workplace requirements.

### **Experience and Education/Training Guidelines**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Three years of responsible case management, property management/real estate or other housing management or an equivalent combination of education, training, and experience.

#### **Education/Training:**

Minimum 2 years from an accredited college or university with major course work in social sciences, business or a related field.

#### **Licenses or Certificates:**

Requires a valid California driver's license and can qualify for coverage under Housing Authority's insurance policy without an additional increase in premium due to a questionable or poor driving history.

Possession of, or ability to obtain as proficient, Family Self Sufficiency, Section 8 HCV Occupancy and Eligibility Certificates within 1 year of hire or promotion date.

### **ADA COMPLIANCE**

#### **Environmental Factors:**

Normal office setting with some travel to attend meetings or attend training events; contact with people of various social and economic backgrounds; may be required to travel to different locations; may require varying hours of work.

#### **Physical Ability:**

Incumbents require sufficient mobility to work in an office setting and operate office equipment including computers; perform repetitive motion of wrists and hands; travel to various locations and conduct site inspections. Tasks may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 40 pounds.

**Mental Ability:**

Tasks involve the ability to make appropriate, independent, impromptu decisions and determinations.

**Sensory Requirements:**

Vision sufficient to read computer screens and other printed documents.

The Housing Authority of the County of Butte (HACB) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HACB will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date