

## **Housing and Homeless Coordinator**

### **THE POSITION**

Under direction of the Assistant City Manager and/or the Housing Specialist or designee, assists in the implementation of the housing and homeless programs within the City. Under general supervision, coordinates and administers the Continuum of Care (CoC) program for the Housing Division; manages federal grant programs to assist the City's homeless population.

### **DISTINGUISHING CHARACTERISTICS**

Assists in program evaluation, system development, budgeting, fiscal management, compliance monitoring, outreach, training, and supervision. Responsible for preparation of applications, assisting with budgets and related financial documents and compliance with HUD requirements. Assists with the daily operation of housing staff to ensure compliance with all federal guidelines, state requirements, legal statutes and municipal directives. Coordinates housing programs to mesh with the Community Development Block Grant in its implementation and other work as required. Assists in the Continuum of Care (CoC) program and aides in the federal grant programs to assist, grant programs to assist the City's homeless population.

### **ESSENTIAL DUTIES**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Interview potential clients, process applications, verify information for accuracy and completeness; determine program eligibility based on housing laws, established guidelines, practices and policies.
2. Using established formulas and guidelines to determine eligibility for housing assistance
3. Provide potential clients, in writing, with program eligibility status information.
4. Perform new and established client review of eligibility; review files and send out appropriate requests for updated and/or additional information required by the Housing program; research discrepancies and report on findings, both orally and in writing.
5. Input client data into the computer database.
6. Conduct oral briefings to explain such areas as housing programs' requirements, client rights and responsibilities.
7. Assist applicants on methods of acquiring bids for proposed property improvements, in accordance with program guidelines.
8. Assist in the preparation and maintenance of reports and correspondence relating to year-end activities, complaints and other housing program projects.
9. Attends meetings, and organizes and coordinates social service and community outreach programs, projects and activities with agencies or departments to provide information, to publicize available services and to maintain positive public relations.

10. Provides information and referrals to the public, and produces materials for use in resource directory
11. Develops strong community partnerships that enhance the homeless outreach program's effectiveness.
12. Curates, develops, and implement Strategic Homeless Plan to address homelessness.

## **QUALIFICATIONS**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

High School diploma or G.E.D., and three (3) years of experience in contract administration/procurement, administration of housing programs or a closely related area. A bachelors in social work or related field can be substituted for two (2) years experience requirement.

Experience with federally funded residential rehabilitation projects preferred.

### **Knowledge of:**

- Working knowledge of operation of modern office equipment, practices and procedures, including automated and manual filing methods
- Knowledge and proper usage of the English language and phraseology
- Working knowledge and ability to proficiently use various computer software programs, such as spreadsheets and word processing
- Ability to maintain accurate and detailed records
- Ability to perform basic arithmetic computations
- Ability to learn to interpret, apply, and explain eligibility determination policies and procedures in accordance with established laws, practices, and guidelines
- Ability to log, track and maintain a variety of records and compile information for inclusion in reports
- Ability to communicate effectively and concisely both verbally and in writing; ability to understand and follow complex oral and written directions;
- Ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff.

### **Skill and Ability to:**

- Ability to implement a Section 8 Existing Housing Assistance Payments program including outreach efforts to landlords and potential program participants
- Interviewing and dealing with sensitively with low- and moderate-income persons of all ethnic and social groups to determine their eligibility and guiding program HOUSING participants through the application and home finding process

- Effectively handling on-going administration including preparation and processing of reports relative to program requirements
- Establish good working relationships with other City Departments, government officials, landlords, property managers, and the public

**Licenses and Certificates:**

Possession of a valid California Class C driver's license is required. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.

**Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally require:

- Require talking, hearing, and vision (which may be corrected) to read small print. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary and repetitive. Is subject to inside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings.