

## **HOUSING COORDINATOR (SOCIAL SERVICES)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily supervisory work that involves overseeing and coordinating a variety of housing-related functions and programs (e.g., Housing Unit, Emergency Family Shelter, Section 8, Warming Center) to prevent homelessness including the resolution of emergency housing situations (e.g. utility disconnects) and the provision of temporary housing. The work includes responsibility for meeting the goals, objectives, and requirements of government regulated housing programs and is performed under the general direction of the Commissioner of Social Services and in accordance with local, New York State and federal regulations. Supervision is provided to professional, technical and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and implements rental subsidy programs, including Section 8 housing programs, in order to minimize the need for emergency housing and prevent homelessness;

Researches federal, state and local funding sources and collects and organizes information in order to assist in the preparation of grant applications;

Acts as a liaison with New York State and local officials, landlords and community groups in order to enhance the access of temporary assistance clients to affordable housing, gather and exchange information, resolve problems, etc.;

Works in conjunction with the local Continuum of Care (CoC) to develop and identify opportunities for permanent housing for Department of Social Services clients;

Provides technical assistance and support to non-profit organizations and groups interested in developing programs to improve housing availability;

Meets with local housing-related officials (e.g. municipal building departments, code enforcement and law enforcement officials, representatives from County departments, etc.) in order to exchange information and encourage cooperation with program objectives;

Develops and oversees housing and rental subsidy programs in order to prevent homelessness and minimize the need for emergency housing;

Develops general procedures and record-keeping systems, collects data and prepares reports in accordance with federal, New York State, and local requirements;

Provides guidance, training and supervision to program-related staff;

Prepares a variety of reports regarding housing programs and services.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of Department of Social Services' functions, especially those related to housing and the development of housing for homeless and potentially homeless clients; good knowledge of New York State and local policies and regulations related to emergency housing and rental subsidy programs; good knowledge of housing and housing market conditions in Rockland County; good knowledge of the federal laws, rules, and regulations of the United States Department of Housing and Urban Development (HUD) Section 8 programs; ability to establish and maintain cooperative relations with others, especially social services and community agency staff, landlords, real estate brokers, and other individuals and agencies involved in housing and housing location; ability to communicate effectively, both orally and in writing; ability to understand and interpret written material; ability to maintain records and prepare a variety of reports; ability to supervise the work of others.

(over)

**MINIMUM QUALIFICATIONS:**

1. A Master's degree in Social Work, Human Services, Public Administration or Business Administration or comparable curriculum and either (a) or (b):
  - (a) four (4) years of post-degree work experience that included substantial administrative, managerial, or supervisory responsibilities in a health, mental health, or social services government agency; or
  - (b) three (3) years of post-degree experience that included substantial administrative, managerial, or supervisory responsibilities in a federal, New York State, or local housing assistance program (e.g., HUD Section 8 programs, temporary housing assistance program, emergency housing, etc.).
  
2. A Bachelor's degree in Social Work, Human Services, Public Administration or Business Administration or comparable curriculum and either (a) or (b):
  - (a) five (5) years of post-degree work experience that included substantial administrative, managerial, or supervisory responsibilities in a health, mental health, or social services government agency; or
  - (b) four (4) years of post-degree experience that included substantial administrative, managerial, or supervisory responsibilities in a federal, New York State, or local housing assistance program (e.g., HUD Section 8 programs, temporary housing assistance program, emergency housing, etc.).