

## **HOUSING PROGRAM AND COMMUNITY DEVELOPMENT ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work performed in accordance with the policies and procedures of the Mayor and Village Board, as well as within guidelines established by the Department of Housing and Urban Development (HUD) and in support of related initiatives, to not only provide affordable rental housing to village residents but to promote housing purchases in newly constructed housing units. In addition, the incumbent will act as the liaison between the Mayor and the Community Development and Housing division within the village government. Supervision is exercised over subordinate personnel involved in the determination of eligibility for housing assistance. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts workshops for families eligible for housing assistance as well as current and potential landlords to explain program requirements and incentives;  
Identifies individuals and families with potential for becoming economically self-sufficient, and meets with them to assist in setting career, education and financial goals;  
Develops and conducts a variety of workshops to provide guidance for furthering education, employment, financial planning, budgeting, health and nutrition, parenting skills, etc. and provides linkages to professional agencies such as social services, counseling services, and other community resources;  
Works with financial institutions to assist clients in setting up and monitoring escrow accounts;  
Maintains detailed case notes on clients;  
Meets regularly with clients to provide progress reports and to encourage their continued efforts in meeting their goals;  
Tracks progress of units being constructed as part of the village's revitalization efforts and reports on this to Mayor;  
Reviews results of annual Section 8 code inspections and follows up with landlords to ensure compliance with specific program requirements;  
Assigns families to units and assists them with mortgages, closings, etc.;  
Encourages networking among families and establishes a network of local employers;  
Researches and applies for grants related to Family Self-Sufficiency, Section 8 and housing redevelopment programs;  
Maintains records and prepares reports as required.

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

Good knowledge of laws, rules and regulations as they concern Section 8 of the Federal Housing Assistance Payments Program; good knowledge of the principles and practices of public relations and interviewing; good knowledge of basic arithmetic and account-keeping procedures; working knowledge of terms and principles of building operation and maintenance; ability to gather and analyze facts and make suggestions as to financial eligibility of clients; ability to establish and maintain effective working relationships among clients and community resources; ability to communicate effectively both orally and in writing; ability to maintain records and make reports.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and six (6) years of paid work experience in housing assistance, tenant relations, property management and/or a related field that included at least two (2) years of gathering information and making eligibility determinations for assistance according to guidelines, at least two (2) years of advising applicants of program eligibility and assisting them with financial processes such as mortgage application and setting up escrow accounts and maintaining financial records and at least two (2) years of conducting unit and property inspections, overseeing inspection repairs, executing leases and collecting rents.