UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION

POSITION: Community Housing Coordinator
CLASSIFICATION: Grade 8
REPORTS TO: Housing Department Head

TYPE OF WORK:
Work under the direction of the Housing Department Head to coordinate and implement housing programs under contract with the Upper Explorerland Regional Housing Authority (UERHA) and Upper Explorerland Regional Planning Commission (UERPC). This position will work primarily with the Housing Choice Voucher (HCV) Section 8 program and other projects as assigned.

DUTIES:
- Provide technical information to interested parties on available housing and housing programs.
- Take and process client applications in a timely manner
- Determine program eligibility through income and immigration status verification and criminal background checks
- Calculate amount of rental assistance available to individual participants
- Update and maintain both paper and electronic files for individual participant's and general program information files
- Process interims changes in income, change in household members, new ownership, and rental increases for all current tenants
- Prepare monthly disbursement of payments to eligible landlords and tenants.
- Schedule and conduct rental unit inspections to ensure they are maintained at Housing Quality Standards; including initial, annual and special inspections.
- Compose written correspondence with landlords to communicate required repairs as determined through the inspection process
- Prepare and execute lease and contract documents.
- Assistant in management and timely processing of waitlist applications
- Process denied applications or expiration of vouchers and notify applicants
- Process requests for portability and coordinator with receiving agencies
- Periodically attend training sessions to improve effectiveness as a Housing Coordinator.
- Act as a mediator between landlords and tenants for lease violations, and lease and contract interpretations.
- Other duties as assigned by the Executive Director and/or Housing Department Head

QUALIFICATIONS:
Graduation from two-year or four-year college with relevant coursework or an equivalent combination of training, education, and experience.

Excellent written and oral communication skills. Proficiency in the operation of general office equipment and a working knowledge of office software including Microsoft Office

Ability to follow written and oral instructions; must be able to work independently and willing to take on added responsibility as needed; ability to work with and for the general public and a diverse client population

Must be willing to obtain and maintain certification as a lead sampling technician and possess a valid driver's license and be insurable under UERPC's insurance policies.

WORK ENVIRONMENT:
The Community Housing Associate position operates in a professional office environment with a moderate noise level. This position requires assignments outside and at off-site and locations that may include exposure to very hot or cold temperatures and unsanitary, infested and unsafe conditions. In the course of working with the public, this position may encounter aggressive or violent behavior on a limited basis.

PHYSICAL DEMANDS:
This position is largely a sedentary role; however, routine use of standard office equipment such as computers, phones, photocopiers, calculators, filing cabinets and fax machines is required. While performing the duties of this job, the employee is regularly required to talk and hear, and occasionally operate a motor vehicle. The employee is routinely required to stand, sit, kneel, bend, stoop, climb, crouch, use hands to finger, spend time making repetitive motions, handle or feel, reach with arms and hands, and lift up to 10 pounds. Requires close visual acuity to complete inspections of rental units.

TRAVEL:
This position requires travel to client locations, agency offices and off-site meetings. Minimal overnight travel is required.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute either a contract of employment nor later my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee's Signature Date Immediate Supervisor Date

Upper Explorerland Regional Planning Commission (UERPC) is an Equal Employment Opportunity Employer. In compliance with the American Disabilities Act, UERPC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer