

## HOUSING COORDINATOR

*December 2008*

Classification: Non-Exempt

### Nature of Work

Under the supervision of the executive director, assistant director, and the immediate supervision of the housing program manager, the Housing Coordinator is responsible for coordinating low income rental assistance programs in the Meramec Region.

Responsibilities performed on a daily or weekly basis include:

- Determining eligibility potential for a variety of Housing Choice Voucher (HCV) programs;
- Maintaining documentation for a variety of HCV programs;
- Keeping accurate tenant records and tenant waiting lists;
- Sending out update letters to applicants on waiting list;
- Counseling tenants and landlords to resolve problems and complaints;
- Maintaining HAP payments on computer;
- Taking applications and interviewing applicants, to determine program eligibility, and bedroom size allotment;
- Interviewing landlords interested in program participation;
- Arranging for inspection of individual rental units by housing inspector to determine whether units meet program requirements or what improvements and modifications are necessary to bring unit up to specifications;
- Enrolling landlords in program and explaining landlord responsibilities;
- Interviewing prospective tenants and verifying income to ensure that they qualify under income guidelines;
- Assisting eligible tenant families in securing approved housing assistance;
- Computer/typing and filing duties as required;
- Performing other duties to keep the program running smoothly; and
- Performance of any other task assigned.

Those housing coordinators specializing in family self-sufficiency and homeownership will perform the following duties on a daily or weekly basis:

- Case Management and Support
  - Conduct in-depth interviews and establish goals and action plan for Family Self-Sufficiency and Homeownership participants;
  - Counseling clients on compliance, progress and determining eligibility for programs and resources prior to referral.

- Recruitment/Workshops and Marketing
  - Conducting and facilitating individual and group informational briefings;
  - Marketing HVC, FSS and HOS programs and/or working with communication directors on special projects.
- Administrative Duties
  - Maintaining complete records for HUD related reports;
  - Updating data and maintaining Family Self-Sufficiency escrow accounts;
  - Apply for FSS funding through Grants.gov on an annual basis;
  - Performance of other tasks as assigned.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Meramec Regional Planning Commission are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

#### **Qualifications**

Graduation from high school or G.E.D. with preference given to candidates with college or university credit in sociology or public administration or related field and two years of relevant experience. Experience with Microsoft Word and Excel programs is preferred but not required. Must possess the ability to relate well with co-workers, commissioners, general public, and the desire to work in a team atmosphere.

#### **Physical Requirements**

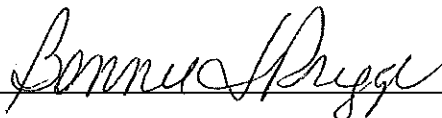
Constant use of hands and arms to type and write in order to complete necessary paperwork and update forms and files. Must be able to lift boxes of computer paper and carry stacks of files from one location to another. Must be able to sit long periods of time. Must be able to converse directly and by phone with customers.

#### **Salary Range**

The salary range for this position, if full-time, is \$31,579 to \$35,000 per year. This position, as posted, is full time with benefits.

#### **Internal and External Application Information**

Applicants should submit a resume to Meramec Regional Planning Commission, 4 Industrial Drive, St. James, MO 65559, Attn: Donald Keeney or by email to [dkeeney@meramecregion.org](mailto:dkeeney@meramecregion.org). Position is open until filled. EOE/AA.



Date: 9-16-2020