

SENIOR HOUSING COORDINATOR*Proposed January 2026*

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 Senior Housing Coordinator is responsible for coordinating low income rental assistance programs in the Meramec Region.

Responsibilities performed on a daily, weekly, and/or monthly or as needed basis may include:

- Reviewing client applications for rental assistance, determine eligibility and Voucher bedroom size;
- Keeping accurate tenant records and tenant waiting lists;
- Interviewing and enrolling landlords in the Housing Choice Voucher (HCV) program
- Interviewing prospective tenants and determine client eligibility based on income, deductions and allowances, family composition, and compute housing assistance payments and family rental rates according to U.S. Department of Housing and Urban Development (HUD) regulations;
- Conducting participant briefings for groups of up to approximately 30 people;
- Processing annual recertifications, interim recertifications and transfers including obtaining current third party verification of participant information in accordance with program requirements;
- Calculating housing assistance payments, tenant portion of rental amounts, utility reimbursement, and rent;
- 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;
- Performing all administrative tasks involved with effectively maintaining a caseload of families served;
- Maintaining and updating all required information in housing software program and tenant files;
- Counseling tenants and landlords to resolve problems and complaints;
- Maintaining a high level of knowledge and expertise concerning government subsidized housing programs;
- Sending out update letters to applicants on the waiting list;

Chairman: Darryl Griffin
Presiding Commissioner, Osage County

Vice Chairman: Joey Auxier
Presiding Commissioner, Phelps County

www.meramecregion.org

Secretary: Sean Wilson
Mayor, City of Waynesville

Treasurer: Jason Ward
Representing Mayor of Steelville

Executive Director: Bonnie J. Prigge

PRINTED ON RECYCLED PAPER

www.facebook.com/meramecregion

- Providing basic information on Family Self-Sufficiency (FSS) program to all clients and refer to FSS Coordinator;
- Assisting in marketing housing programs by suggesting articles, photos and social media opportunities;
- Processing monthly Housing Assistance Payments (HAP) to landlords, tenants, utility companies and other Public Housing Agencies;
- Preparing and providing monthly HAP reports to Fiscal and Housing Program Manager;
- Preparing and uploading files to Public and Indian Housing Information Center (PIC);
- Coordinating and filing of forms IRS-1099's as required by; the Internal Revenue Service;
- Taking minutes of Housing Advisory Board meetings;
- Procuring good and services as required in conformity with adopted procurement policies and procedures;
- Processing and maintain port-in and port-out files;
- Conducting annual utility allowance survey;
- Updating agency forms;
- Assisting Housing Program Manager with SEMAP reporting and HUD plan updates, as requested; and
- Other duties as assigned by the Housing Program Manager;

Those housing coordinators specializing in Family Self-Sufficiency (FSS) and Homeownership (HOS) 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 FSS and HOS 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 HCV, 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 FSS 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 an accredited college or university with a major in sociology, public administration or related field and two years' experience in related activities or

substantial responsible experience in related field. May substitute two years of relevant experience for each year of college.

- Must possess the ability to operate Microsoft Office (Word, Excel, and Outlook).
- 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, email, mail, fax and text with customers.

Salary Range

The salary range for this position is \$41,256 to \$45,000

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, Housing Manager, or by email to dkeeney@meramecregion.org. Position is open until filled. Interviews are expected to start by Feb. 3, 2026. EOE/AA

Bonnie J. Brigg _____ Date: 1-27-26
Executive Director, Meramec Regional Planning Commission