



COUNTY OF LASSEN

JOB DESCRIPTION

CLASS TITLE:	Housing Program Coordinator	CLASS CODE	
DEPARTMENT:	Health and Social Services	UNIT	UPEC
REPORTS TO:	Health and Social Services Director	FLSA STATUS	Non-Exempt
BOARD APPROVAL:		RANGE	22

SUMMARY

Provides strategic planning, administrative oversight, and coordination of the development and implementation of housing services for homeless and low-income families. Ensures coordination among a variety of housing related programs and access to housing resources across all departments. Responsible for developing and coordinating homeless services in areas such as prevention, early intervention, emergency, and other support services designed to permanently house the homeless; developing and implementing new strategies in collaboration with other agencies; organizing and participating in public outreach, education and advocacy efforts; and overseeing the budget and funding efforts related to housing and homeless services. Will work as part of a team with various department, program and communities to support the housing need of the clientele served.

This is a journey level class by the assignment of full range of professional duties assigned. Assignments are performed on a relatively independent basis.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and direction from the Health and Social Services Director or designee.

May exercise technical and functional supervision over less experienced professional positions and/or technical and administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Develop and oversee housing program policies, activities, and goals and objectives. with local, regional, state, and federal homeless programs.

Research and develop grant proposals, seek out other funding sources for County homeless programs, and determine funding priorities.

Design, prioritize, and distribute funding according to the method of distribution of the Community Development Block Grant (CDBG) Program within statutory and regulatory parameters.

Prepare and monitor project and program budgets and expenditures.

Conduct Housing Committee meetings.



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Coordinate biennial Point In Time (PIT) Count for homeless population in Lassen County.

Develop, coordinate, and evaluate County operated or contracted programs to address homelessness including initial planning, feasibility studies, community involvement, project design and implementation strategies, project approval and evaluation using program and population data to make sound recommendations, including alternative courses of action, such as project restructuring.

Establish, maintain, and enhance cooperative relationships with County departments, local service providers, and the homeless community.

Collaborate with other local businesses, non-profits, and community groups in the coordination and delivery of services to the homeless. Serve as a liaison on homeless issues to civic groups, community, and philanthropic organizations and individuals.

Provide outreach to realtors, landlords, housing developers and other housing providers to identify new and existing housing opportunities in Lassen County.

Develop housing-oriented workshops and trainings for clients. Assist clients with housing applications, complete supportive and subsidized housing paperwork.

Monitor client related data tracking systems and logs, including case notes and completed Homeless Management Information Systems (HMIS) and Coordinated Entry System (CES) entries.

Research, analyze, and interpret social, economic, population data and housing trends. Compiles information and make recommendations on special studies; prepare technical and complex reports.

Prepare presentations to the Board of Supervisors, developers, professional organizations, community groups, and outside agencies.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge of:

Social, economic, and political issues relevant to low income communities.

Principles and practices of performing needs assessments, program development, implementation, management and evaluation.

Principles and practices of contract administration and evaluation and public agency budget development and administration;



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Resources and requirements to acquire private and governmental funding.

Housing First philosophy and strategies.

Techniques utilized to work effectively with clients, families, and social service agencies.
Principles and practices of effective report writing.

Current Federal, State and local laws, regulatory codes, ordinances, procedures relevant to social services programs, such as those designed to improve/provide housing, education, employment, or socio-economic status.

Tenant/landlord rights and responsibilities and property management.

Trends on affordable housing and homelessness.

Inter- and outer-governmental relationships affecting housing services.

Means of promoting housing services and programs.

Ability to:

Assess community needs and evaluate programs using outcome data to determine effectiveness of program components and recommend program modifications.

Establish and coordinate program services, policies, and procedures to ensure compliance with data quality requirements and conformity with federal, state, and local regulations, and best practices.

Coordinate and oversee programmatic budgeting, and/or fiscal reporting activities.

Establish, coordinate, and maintain cooperative working relationships with staff, other Departments and agencies, the private sector, and the public.

Maintain strict confidentiality of information received in the course of work performed, according to Health Insurance Portability and Accountability Act (HIPAA) standards.

Analyze complex administrative and regulatory problems, evaluate alternatives and adopt effective courses of action.

Prepare and present clear and concise correspondence, reports, and recommendations to Federal, State, and local government agencies and funding sources

Coordinate multiple projects and tasks simultaneously in a high pressure environment.

Work independently and within a team environment.

Exercise mature judgement and political astuteness in complex situations.



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Make public presentations to various groups, providers, developers, and the public.

Communicate effectively both verbally and in writing.

Use standard office computers for word processing and spreadsheets.

EDUCATION AND EXPERIENCE

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Experience:

Two years of increasingly responsible professional experience in housing location, property management, social services, homeless programs, or a related field; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social services, real estate, business, or a related field; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

License:

Possession of, or ability to obtain, a California driver's license.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

Work is usually performed in an office environment. May be required to perform home visits in the support of clients. Clients may be hostile, argumentative, or unstable.



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ADDITIONAL INFO

Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. Background requirements consist of three components which include, fingerprinting, citizenship verification and law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous investigation for each employee that has access to federal tax information.