

TWO PERMANENT PART-TIME POSITIONS VACANCY NOTICE

Notice Date: February 12, 2020

The Clinton County Housing Authority (CCHA) and the Clinton County Housing Coalition, Inc. are seeking qualified candidates for the positions of Tenant Services Coordinator and Case Manager. Ideally, a single candidate will qualify for both positions. Candidates must demonstrate the ability to be understanding of resident needs and compassionate toward their circumstances. Tenant Services Coordinator primary job duties consist of planning, developing, implementing, maintaining, evaluating and overseeing programs designed to improve tenant self-sufficiency; ensure lease compliance; and enhance resident interaction. Case Manager primary job duties consist of providing trauma-informed comprehensive case management including intake assessment, developing individualized service plans, validating information, making agency referrals, and providing client advocacy.

Candidates must be competent to plan, organize and work independently; to express ideas clearly and concisely both orally and in writing; to speak clearly and effectively in public; and to prepare clear and comprehensive reports. Candidates will establish and maintain working relationships with community agencies and provide regular progress reporting to management. Competent computer skills, including the Microsoft Office suite, are required.

Both positions are permanent part-time positions scheduled for 20 hours per week and require flexibility to work some evenings and weekends. The positions are primarily located in Lock Haven, PA; however, some travel to Renovo, PA is necessary. Qualifications include an associate degree in one of the social sciences or education plus one-year experience in public or private human relations or counseling work or any combination of experience or training which provided the applicant with the required knowledge, skills, and abilities. Candidates must be of good moral character and possess a valid PA driver's license with a good driving record. A criminal background check and PA Child Abuse History Clearance will be required.

For complete job descriptions, please visit the CCHA website at www.clintoncountyhousing.com and click on the "Info and Forms" tab. To apply, please send a letter of interest along with your resume and/or credentials to ccha@clintoncountyhousing.com or to CCHA, 369 Linden Circle, Lock Haven, PA 17745. Applications will be accepted until a suitable candidate is found. CCHA is an equal opportunity, affirmative action employer and maintains a "Tobacco Free" workplace.

CLINTON COUNTY HOUSING AUTHORITY

POSITION DESCRIPTION

TITLE: **Tenant Services Coordinator**
REPORTS TO: Family Self-Sufficiency Coordinator
SALARY RANGE: \$12.00 to \$20.00 per hour

MAJOR FUNCTIONAL OBJECTIVE

Responsible for planning, developing, implementing, maintaining, evaluating and overseeing programs designed to improve tenant self-sufficiency, ensure compliance, and enhance interaction. Provides information, advocacy, technical assistance, referral services and supportive reality-based counsel to residents to assist families in attainment of their goals.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Plan, implement, and evaluate daily, weekly and monthly activities.
- Networks with local and county agencies and educational institutions to plan and schedule programs.
- Informs residents of available programs; assists residents in the application process; refers residents to appropriate agencies.
- Prepares and maintains resident information, documentation, community service plans and reports; including Newsletters.
- Supports and advises established resident councils; encourages formation of new councils.
- Liaison to tenant councils.
- Oversees volunteers and interns.
- Oversees Community Service activities.
- Performs related work as required.

REQUIREMENTS

Ability to plan and organize resident programs; ability to establish and maintain working relationships with community agencies, management, residents and general public; ability to be understanding of resident needs and compassionate toward their problems; ability to express ideas clearly and concisely, orally and in writing; ability to speak clearly and effectively in public; ability to prepare clear and comprehensive reports.

EXPERIENCE AND TRAINING

Minimum Associate's Degree in one of the social sciences or education plus one year experience in public or private human relations or counseling work or any combination of experience or training which provided the applicant with the required knowledge, skills, and abilities. Demonstrated organization, communications (oral, written, interpersonal), and customer service skills.

CLINTON COUNTY HOUSING COALITION, INC.
POSITION DESCRIPTION

TITLE: **Case Manager**
SUPERVISOR: Senior Case Manager
SALARY RANGE: \$12.00 to \$20.00 per hour

MAJOR FUNCTIONAL OBJECTIVE

To assess client eligibility for a variety of assistance programs and provide superior case management enabling clients to attain a more self-sufficient social, economic, or mental status.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Provide trauma-informed comprehensive case management services for eligible clients.
- Develop individual service plans (ISP) that establish goals relating to permanent housing, attaining income, education, addiction counseling, credit repair, mental health counseling, parenting skills, anger management, wellness, and nutrition
- Provide motivational support to help clients achieve their goals.
- Identify community resources and advocate for new resources.
- Connect clients with community resources and conduct regular multi-agency meetings to monitor client progress.
- Maintain accurate and complete data for all clients into agency database(s).
- Ensure compliance with agency policies; federal, state, and local requirements; and all grant/program requirements.
- Assist with agency fund raising activities.
- Perform related tasks as required.

REQUIREMENTS

Candidates must demonstrate the ability to be understanding of client needs and compassionate toward their circumstances. Ability to establish and maintain working relationships with community agencies, management, clients, and the general public; ability to express ideas clearly and concisely, orally and in writing; ability to speak clearly and effectively in public; ability to prepare clear and comprehensive reports.

EXPERIENCE AND TRAINING

Minimum Associate's Degree in one of the social sciences or education plus one year experience in public or private human relations or counseling work or any combination of experience or training which provided the applicant with the required knowledge, skills, and abilities. Demonstrated organization, communications (oral, written, interpersonal), and customer service skills.