

HOUSING COORDINATOR

463-D

DISTINGUISHING FEATURES OF THE CLASS: This position involves overseeing and coordinating a variety of housing-related functions and programs for community members seeking temporary and/or emergency housing. The incumbent will serve as the primary contact for housing assistance and liaise with community partners. The incumbent will also assist and facilitate inspections as required and manage a caseload and housing procurement plans. This work is performed under the general direction of Commissioner of Family Services or his/her designee with wide leeway allowed for carrying out specific details of the program. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbent in this title may perform some or all of the following, as well as other related activities not described.*

Oversees and coordinates various housing models for the Department of Family Services;

Coordinates all interactive functions with the County's village and town code officers;

Assembles case histories and other data for clients receiving services through several departments
and/or collateral agencies;

Assesses housing barriers of individuals and families experiencing homelessness to determine
housing and service needs;

Engages with social services applicants or recipients to discuss hazardous housing conditions and
takes appropriate administrative action to prevent the payment of Social Services funds,
as rental for housing accommodations, that have been determined as being in violation of
existing code or law requirements;

Develops a housing procurement, financial and self-sufficiency case management plan with clients,
including but not limited to conducting intake interviews to determine clients' needs, goals
and eligibility;

Develops and manages a comprehensive outreach/ working relationship with stakeholders including other community members, partners, and landlords.

Implements a landlord recruitment and retention plan;

Provides mediation and advocacy with landlords on clients' behalf to develop a workable plan to obtain and/or maintain housing;

Performs pre- and post-occupancy inspections of apartments with landlords for security agreements;

Maintains up-to-date client files and program statistics;

Participates in training and develops performance and quality improvement plans;

Performs hotel/motel inspections every six months, or as regulations require, ensuring facility compliance with all applicable state and local laws. Upon completion of inspections, submits findings and corrective action plans to district liaison and the Office of Temporary and Disability Assistance. (OTDA);

Performs shelter inspections on a yearly basis, or as regulations require, ensuring compliance with code requirements and applicable state and local laws;

Completes and/or updates emergency plans, operational plans and security plans for all emergency shelters and submits to OTDA within required time frames.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of social services functions as related to housing for homeless; good knowledge of state, local and public welfare laws, policies and regulations related to emergency and temporary housing; able to maintain strong relations with others, especially community agencies and

landlords; good knowledge of federal, state and local environmental protection and building codes, rules, regulations and ordinances; good knowledge of inspection techniques and procedures; good knowledge of building construction principles, practices and procedures; strong written and verbal communication skills, organizational and conflict resolution skills; ability to thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a positive, solution-oriented approach; good knowledge or understanding of tenant's rights and responsibilities, as well as demonstrated knowledge of community resources; ability to produce required reports to State and Local government agencies; proficiency in MS Word, MS Excel, MS Outlook, etc.; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's degree from a regionally accredited or New York State registered college or university and four (4) years of experience in human services, at least two (2) years spent working on housing assistance or either individually or as part of a team, developed and/or implemented a program or project; or:
- B. Possessions of an Associate's degree from a regionally accredited to New York State registered college or university and six (6) years of experience in human services, at least two (2) years spent working on housing assistance or either individually or as part of a team, developed and/or implemented a program or project.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 01/6/2020
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised & Replaced in SC Personnel Classplan 3/11/19
Revised & Replaced in SC Personnel Classplan 1/6/2020
Revised and Replaced in Classplan: 2/10/2023
Revised and Replaced in Classplan: 4/8/2025 (Edu)