

HOUSING AUTHORITY OF THE COUNTY OF CHESTER



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Housing Authority of the
County of Chester

"On the Road to Excellence"

Public Housing
Housing Choice Vouchers
Family Self Sufficiency
Homeownership
HOPE VI

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Executive Director
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Position: Veteran's Affairs Supportive Housing (VASH) Coordinator

Type: Full-Time
Number of Positions: Four (1)
Effective date: January 1, 2021
Reports to: **Dir. of Special Programs**
Positions reporting to this one: None

Position Description/Job Summary:

Utilizing a Housing First approach to work along the side the Coatesville V. A. Medical Center in order to expedite the placement of HUD-VASH Veterans and their families in affordable permanent housing. Ensure rapid placement and stabilization of HUD VASH clients and assist them in their housing needs as it relates to their lease and their VASH Voucher.

Consistent with program rules and regulations the position involves responsibility of the following processes/functions: waitlist/intake, review and certification of applications, eligibility, income verification, annual reexamination, inspections, and internal and external reporting. All work is performed in accordance with federal guidelines with the goal to achieve and maintain HACC as a high performer under the Department of Housing and Urban Development's (HUD's) Section Eight Management Assessment Program (SEMAP), HACC's Administrative Plan, annual and long-term goals and objectives and associated HACC policies and procedures.

Duties and Responsibilities:

Work involves a variety of administrative functions.

- Determining initial and continuing eligibility and qualifying participants; counseling participants as to sources of additional supportive services; completing interim and annual recertification of participants; and negotiating and preparing contracts between participants, landlords, and other housing agencies.

- Leading various Veteran focused committees that work to keep communication and efforts succinct between Project Based Housing Developments, Housing Authority Staff, and external stakeholders.
- Participating in various meetings to ensure community problem solving of Veterans Homelessness.
- Communicates with participants and property owners to explain the responsibilities of the Housing Choice Voucher program or other tenant-based rental assistance programs, provide housing assistance to low-income families, and to establish and maintain effective working relationships. Communicate effectively with Veteran Affairs (VA) Social Works for efficient participant processing and updates. Communicates with other County employees to receive training and supervisory directives and verify requested information.
- Prepares and reviews lease documents between participants and landlords to ensure participants are aware of and understand the provisions of the lease.
- Prepares contracts between HACC and participating rental property owners to ensure rental property owners understand the rights and responsibilities of program participation.
- Prepares recertification and verification documents, periodic reports on case load status, and related topics as required.
- Compiles and maintains tenant case load records to document tenant status and facilitate preparation of reports. Operates a personal computer (PC), calculator to update case files, complete reports, calculate assistance, input data, and create correspondence. Enters data or information into Housing Authority database to provide housing assistance information for payments to landlords. Operates a variety of standard office equipment. Meets scheduling and attendance requirements.
- Prioritizes initial and annual certification of housing assistance by established deadlines. Checks proposed rents, income verification, and asset verification. Verifies and inspects requests for lease approval to ensure eligibility and compliance with regulations. Learns HUD HCV and HUD VASH regulations for housing assistance programs through on-the-job training and in a classroom setting.

Knowledge/ Experience:

- HUD regulations, guidelines, and procedures regarding the existing Housing Choice Voucher program; general casework management principles and practices as they apply to low income housing assistance programs; and socioeconomic problems and needs of low income families and individuals, including the elderly and disabled.

- Is certified in Housing Choice Voucher Specialist and/or Project Base Specialist, HCV Eligibility and HCV Rent Calculation or obtains certifications within first year of employment in this position.

- One (1) or more years' experience in performing tasks associated with the performance of administrative duties, programs administered by a public housing authority or comparable (low-income) property management agency; or One (1) year as a Management Aide.

- Knowledge of Federal, State and Local laws and regulations regarding the operation of multi-family residential subsidized or affordable housing communities, property owned, or programs administered by a public housing authority or comparable (low-income) property management agency and associated practices.

- Ability to compose letters, reports and other documentation using MS-Excel or MS-Word.

- Ability to interpret and administer rules, regulations, and procedures relating to program administration.

- Ability to plan, organize, maintain and monitor the management of housing authority records and reports for compliance with HUD regulations and HACCs administrative policies.

- Ability to establish and maintain effective working relationships with superiors, subordinates, residents, landlords, contractors, other agencies and the general public.

- Ability to express ideas clearly and concisely, orally and in writing and to perform work free from material errors.

Minimum Qualifications Required:

Employee Values: All employees of the HACC are expected to uphold and exhibit the agencies Mission Statement.

Any combination of training, education, and experience equivalent to graduation from high school or GED; a Bachelor's degree is preferred.