



Housing Authority of the County of Chester

30 West Barnard Street, Suite 2
West Chester, PA 19382
Phone 610-436-9200 * Fax 610-436-9203
www.haccnet.org

HACC Position: Rapid Re-Housing Specialist

Housing Authority of the
County of Chester

Type: Full-Time

Number of Positions: One (1)

Effective date: Immediately

Reports to: Director of Homeless Prevention Programs

Positions reporting to this one: None

Position Description/Job Summary:

The Rapid Re-housing specialist is accountable to the Director of Homeless Prevention Programs for the effective processing and management of Rapid Rehousing funds consistent with HACC established policies and procedures.

Duties include but are not limited to: conducting screening for household eligibility; completing comprehensive assessments; determining household income versus expenses toward determination of financial assistance; completing all CoC forms with head of household; completing invoice forms for each participant that are correct and have all necessary back up documentation and signatures; follow up with all households receiving assistance (including home visits, when needed); supplying all required data in the Chester County Client information Management System.

All work is performed in compliance with strict decorum, in a confidential manner and consistent with the Privacy Act.

Duties and Responsibilities:

Work involves a variety of social service functions.

- Schedule and conduct intakes as directed for program participants.
- Communicate in a professional manner with all landlords, participants, and coworkers.
- Work as a team member with the Housing Locators and the Housing Case Manager as directed to coordinate services.

“On the Road to Excellence”

Public Housing
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Family Self Sufficiency
Homeownership
HOPE VI

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Solicitor: Vincent T. Donohue
Lamb McErlane, P.C.

Executive Director
Dale P. Gravett

- Gather necessary financial information on a monthly basis for all RRH participants.
- Prepare and sign invoices monthly and as directed and submit to finance with all signatures as needed. **Determinations on RRH funding allocations are at the discretion of the Director of Homeless Prevention Programs.
- Attend all RRH related meetings (and others as directed); Permanent Housing Options Committee, RRH Executive Meeting, etc.
- Create and maintain files according to RRH regulations.
- Prepare and update applicable projection sheets to monitor program spending and to allow for program oversight. Updates must be completed bi-weekly.
- Maintain and update filing, mailing, and database systems, either manually or using a computer.
- File and retrieve materials and other general clerical duties.
- Conduct themselves consistent with HACC Personnel Policy.
- Perform related work as required or assigned by supervisor.

Knowledge, Experience and Training:

- Willingness to take trainings as directed.
- Ability to plan, organize, maintain, and monitor the management of housing authority records and reports for compliance with HUD regulations and HACCs administrative policies.
- Knowledge of principles and processes for providing customer and personal services. This includes intake assessment, maintaining ethical standards, and data keeping as well as evaluation of customer satisfaction.
- Knowledge of administrative and clerical procedures and systems such as managing files and records and designing forms.
- Ability to express ideas clearly and concisely, orally and in writing and to perform work free from material errors.
- Ability to compose letters, reports and other documentation using MS-Excel or MS-Word.

By signing below you agree to perform all job duties as required in this job description.

Rapid Re-housing Specialist

Date

Director of Homeless Prevention Programs

Date

