

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



Housing Authority of the
County of Chester

“On the Road to Excellence”

Public Housing
Housing Choice Vouchers
Family Self Sufficiency
Homeownership
HOPE VI

Board of Commissioners

Patrick Bokovitz, Chair
Donald Coppedge, Vice Chair
Patricia Downs, Secretary
Evelyn Walker, Treasurer
Sandra Simmons, Member

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

Executive Director
Dale P. Gravett

HACC Position:

VASH Clerk

State of Pennsylvania Civil Service Position:

Clerk

Type:

Full-Time

Number of Positions:

One (1)

Effective date:

January 30, 2020

Reports to:

Director of Supportive Services and Special Programs

Positions reporting to this one:

None

Salary:

\$22,000- \$27,000

Benefits:

Yes

Position Description/Job Summary:

JOB DESCRIPTION

Job Purpose: Utilize a Housing First approach to work with Veterans to ensure rapid housing placement and stabilization. Expedite the placement of HUD-VASH Veterans and their families in affordable, permanent housing and assist them in maintaining their housing as it relates to their lease as well as their HUD-VASH voucher. This position is dependent upon future funding. Generally assist in HACC HUD-VASH daily activities; including issuing vouchers on a weekly basis, putting new tenants into HACC's database, mailing all annuals and other documents as needed and completing interim and annual re-certifications.

Responsibilities:

- Input of newly vouchered clients into HACC's database.
- Assisting with cases that are porting out of Chester County; both new and existing voucher holders.
- Organizing files and making new files as appropriate.
- Completing annual re-certifications and interim re-certifications as needed.
- Attend all HUD-VASH meetings as directed.
- Attend all County meetings as related.
- Maintain a positive and cooperative rapport with internal and external stakeholders.

- Cover the front desk as needed.
- This class performs related duties as required.

QUALIFICATIONS

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

Minimum Qualifications Required:

- High school diploma or equivalent.
- Ability to work with a diverse population of adults and children, including those with physical and mental disabilities and addictions, and those with criminal histories.
- Excellent communication skills and the ability to organize and interpret complex data.
- Proficiency in Microsoft Word, Excel and Publisher. Willingness to learn HACC's voucher database.
- Ability to work independently and as a team with minimal supervision.

Interested candidates should send their resume, cover letter and 3 references to djohnson@haccnet.org by Tuesday February 11, 2020.