



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

Board of Commissioners

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Executive Director
Dale P. Gravett

HACC Position:

Director of Homeless Prevention Programs

Type:

Full-Time

Number of Positions:

One (1)

Effective date:

Immediately

Reports to:

Executive Director

Positions reporting to this one:

Housing Locator Program
Housing Case Manager
Rapid Rehousing Program
Data Entry Specialist

Major Function:

The Director of Homeless Prevention Programs reports to the Executive Director and is responsible to oversee the Homeless Prevention staff as well as abide by all contractual guidelines, submitting monthly invoices, and all other related duties.

Illustrative Duties:

- Provide program oversight and staff supervision to the Housing Locators, Rapid Rehousing Specialist, Housing Case Manager, and Data Entry Specialist
 - Ensure reports to all funding streams are completed on time and accurate
 - Complete monthly invoicing on time, per funding stream
 - Ensure contractual guidelines are being upheld
 - Provide supervision to staff monthly, as well as, applicable reviews such as 6 months and annual performance reviews
- Assist in grant writing when needed with the Director of Special Programs
- Assist in completing all required reports for awarded grants, monthly, quarterly, semi-annually, and annually.
 - Work in tandem with the Director of Special Programs to ensure accuracy
- Assist the Executive Director with finding new opportunities to assist the Homeless population within Chester County

- Work with partnering agencies to decrease homelessness and find additional revenues to assist the homeless population
- Other duties as assigned.

General:

- Understand and abide by HACC's Personnel Policy at all times and respect boundaries.
- Demonstrate a commitment to treat residents, volunteers, and co-workers in a respectful manner at all times.
- Attend all scheduled staff meetings and conferences in order to provide and receive input for program development; attend and participate in all trainings.
- Assist with training and supervision of volunteers and interns.

Qualifications:

- Five years' experience at a Housing Authority or similar agency.
- Master's degree preferred in a field related to Social Work, minimum Bachelors degree in a field related to Social Work
- Strong written and verbal communication skills; organizational, conflict resolution, computer literacy and contract reading and development.
- Prior experience writing grants, reporting to various entities and/or HUD regulations.
- Demonstrate knowledge of current community resources and have the ability to maintain working relationships with agencies.
- Prior supervisory experience required.
- Ability to function independently and work cooperatively as a member of a team.
- Possess a valid Pennsylvania State Driver's License to be verified annually.
- Agree to participate in a background check and drug screening upon employment.