

# 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  
Sandra Simmons, Vice Chair  
Theodore F. Claypoole, Treasurer  
Louis J. Beccaria, Secretary  
Carolann Thomas, Member

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

Executive Director  
Dale P. Gravett

**HACC Position:**

**Outreach and Recruitment Specialist  
Brandywine Housing Opportunity Program**

**Salary Range**

**30,000 – 38,000**

**Type:**

Full-Time

**Number of Positions:**

One (1)

**Effective date:**

Immediately

**Work Location:**

West Chester

**Reports to:**

BHOP Director

**Positions reporting to this one:**

None

## **Community Choice Demonstration (Brandywine Site) Overview:**

In April 2021, the Department of Housing & Urban Development (HUD) announced the nine lead public housing authorities (PHAs) that will participate in HUD’s new Housing Choice Voucher (HCV) Mobility Demonstration. Through this Demonstration, these sites will provide over 10,000 families with children better access to low-poverty neighborhoods with high-performing schools and other strong community resources. Participating regions represent diverse housing markets, population sizes, local laws regarding source-of-income nondiscrimination, and experiences implementing housing mobility programs.

The Demonstration builds upon recent research that shows that growing up in neighborhoods with lower levels of poverty improves children’s academic achievement and long-term chances of success and reduces intergenerational poverty. Children who move to low-poverty neighborhoods have also been shown to experience lower rates of hospitalizations, lower hospital spending, and some changes in mental health over the long-term. Adults given the chance to move to low-poverty neighborhoods also experience health benefits, including reductions in obesity and diabetes.

The HCV Mobility Demonstration will support selected PHAs in addressing barriers to accessing housing choice by offering mobility-related services to increase the number of voucher families with children living in opportunity areas. In addition to offering mobility-related services, participating PHAs will work together in their regions to adopt administrative policies that further enable housing mobility, increase property owner participation, and reduce barriers for families to move across PHA jurisdictions.

The Demonstration will face a rigorous, independent evaluation to determine what services are most effective at helping families move to opportunity areas. HUD also intends to make materials developed for the demonstration available to all PHAs for use in their own communities.

# 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



## **Major Function:**

The Brandywine Housing Opportunity Program (BHOP) Outreach and Recruitment Specialist will be responsible for the outreach to and engagement with eligible families about the program and generate interest to ensure program enrollment targets are met. This position may require some travel and allocation to our partner agency, the Chester Housing Authority in Delaware County.

## **Illustrative Duties:**

- Outreach - Identify families and send out initial invitations to inform and educate families about the program.
- Recruitment - Set up group briefings with clients to provide in depth explanation of the demonstration program and answer questions.
- Enrollment. – Set up individual enrollment meetings to include further description of the study, obtain informed consent, collect baseline information and survey data.
- Randomly assign clients through the use of computer-generated software into the test or control groups and notify families of the results.
- Utilize best practice approaches such as motivational interviewing and the person-in-environment and strengths-based approaches.

## **General Duties:**

- Understand and abide by HACC's Personnel Policy at all times.
- Some travel required between Chester County Housing Authority and partner site Chester City Housing Authority.
- Demonstrate a commitment to treat clients, partners, volunteers, and co-workers in a courteous and respectful manner.
- Attend all scheduled staff meetings and conferences to provide and receive input for program development; attend and participate in all trainings.
- Navigate Microsoft Office, client databases, and video platforms.

## **Qualifications:**

- Excellent written and verbal communication skills.
- Strong organizational, problem-solving, and conflict resolution skills.
- Ability to multi-task effectively.
- Must be able to work independently, as well as collaboratively in a team.
- Demonstrate knowledge of current community resources and the ability to maintain working relationships with agencies and providers.
- Prior understanding of causes and experience with homelessness preferred.
- Possess a valid Pennsylvania State Driver's License to be verified annually.
- Agree to participate in a background check and drug screening upon employment.