

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

Executive Director
Dale P. Gravett

HACC Position: Prevention Specialist

State of Pennsylvania Civil Service Position:

Type: Full-Time

Number of Positions: One (1)

Effective date: June 1, 2020

Reports to: Director of Special Programs

Positions reporting to this one: None

Position Description/Job Summary:

The Prevention Specialist is accountable to the Housing Locator Program Coordinator for the effective processing and management of Prevention funds from the Pennsylvania Housing Finance Agency (PHFA) 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; 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:

- Gather necessary financial information to determine eligibility.
- Complete all necessary documentation required for the program with each participant.
- Prepare and sign invoices monthly and as directed and submit to finance with all signatures as needed. **Determinations on funding allocations are at the discretion of the Director of Supportive Services.
- Attend all Prevention related meetings (and others as directed); Permanent Housing Options Committee, Permanent Housing Action Team, RRH Executive Meeting, etc.
- Create and maintain files according to PHFA and DCD regulations.
- Prepare and update applicable projection sheets to monitor program spending and to allow for program oversight. Updates must be completed daily.
- Operate office machines, such as photocopiers, scanners, facsimile machines, voice mail systems, and personal computers.
- Maintain and update filing, mailing, and database systems, either manually or using a computer.
- Open, sort, and route incoming mail and prepare outgoing mail.
- 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.