

NOTICE OF POSITION VACANCY

APPLICATIONS ARE CURRENTLY BEING ACCEPTED FOR THE POSITION OF:

LEAD HOUSING MOBILITY COUNSELOR

SALARY RANGE:

\$47,600 - \$52,000 Annually

POSTING DATE:

August 15, 2016

CLOSING DATE OF JOB POSTING:

Apply on or before 5:00 p.m. August 26, 2016

POSITION SUMMARY:

This exempt position is responsible for assisting in the development and implementation of the Housing Choice Voucher (HCV) Mobility Counseling program. This position entails significant communication skills, the ability to interact with key Housing Authority personnel at two separate housing authorities, the Board of Directors, business groups, landlords, non-profit organizations and HCV participants. The individual must be skilled in written and verbal communications, possess high-level analytical ability, a self-starter and must operate independently. In addition, the individual will supervise the Housing Mobility Landlord Outreach Coordinator. **This position and the program on which the position is based are funded for a specified period; the continuation of employment shall be contingent upon the continued availability of funds for this position and/or program.**

MINIMUM QUALIFICATIONS:

- **Required knowledge, skills and abilities for this position would normally be gained through the equivalent of a Master's Degree in Social Work, Social Services Administration, Business and/or Public Administration or a related field. Knowledge of the Housing Choice Voucher program is preferred.**
- Ability to assist in the development of following; policies and procedures for a HCV Mobility Counseling program, including modifications to the HCV Administrative Plan, identifying areas of opportunity, landlord outreach plan, participant screening criteria and counseling content, a marketing plan and materials for both landlords and participants in the HCV Mobility Counseling program, a data system to track participation and program outcomes, additional funding streams for the HCV Mobility Counseling program by preparing grant proposals and making formal presentations to potential funders.
- Ability to identify social service agencies to provide necessary workshops for program participants, obtain commitments from various agencies and schedule workshop sessions, provide monthly reports regarding the status and outcomes of the program.
- Ability to develop family plans with objectives, services to be provided, milestones for completion of key elements and timetables, provide the following; motivational counseling to participants regarding housing search methods and utilizing community resources, make appropriate referrals for needed services to help remove barriers to a successful mobility move (i.e. credit repair, substance abuse), provide
- families with detailed information about locational options in opportunity areas, assess schooling needs of each child in the family and make attempts to refer families to an area where family needs are best met, assist in the following; make readiness determination, assistance with efforts of credit repair or rental history problems to assist families with meeting tenant screening requirements, transitions after their move, including help in locating schools, churches, childcare, employment, social and medical services, maintain required records of counseling services provided and the referrals made for each family, conduct follow-up telephone calls and home visits.
- Ability to perform duties of the position with minimal direction and complete work tasks in a time-sensitive environment, adapt well to changes in work environment, manage competing demands, create, interpret and maintain sophisticated data systems. Must have a valid driver's license.

ALL APPLICANTS MUST SUBMIT A RESUME TO THE HUMAN RESOURCES DIVISION,
3520 PAGE BLVD., ST. LOUIS, MO 63106

The resumes of candidates not selected for the above position (s) will remain on file for 90 days and may be considered for related positions.

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