

HOUSING AUTHORITY OF THE COUNTY OF KERN
601 - 24th Street
Bakersfield, CA 93301

NOTICE OF POSITION VACANCY
OPEN AND PROMOTIONAL

TITLE: Service Coordinator I

LOCATION: Kern County, CA

SALARY: \$3,123.41 – 3,813.06 monthly + benefits

TO APPLY: Visit the Employment page of our website at www.kernha.org. Attach a resume and copies of pertinent trainings or certifications, if any.

SUMMARY

Under general supervision identifies members of the affordable housing population in need of supportive and community services; coordinates, provides access to and monitors the appropriate delivery of such services, targeting eligible individuals for participation in self-sufficiency programs. Positions in this class may be considered to be in a training capacity. The Service Coordinator I class is distinguished from the II level by the need for closer supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides general assistance and advocacy related to supportive and social services to all clients including families, the elderly, disabled and youth.

Provides up-to-date information and clarification regarding supportive service programs.

Interviews clients needing supportive services; completes intake records and develops and implements service plans. Provides case management services as needed. Acts as advocate on clients' behalf with outside agencies.

Informs clients about availability of employment and services, how to apply, consumer rights and other relevant issues.

Promotes a positive social climate that fosters clients' psychosocial well-being by developing, implementing and monitoring educational and therapeutic programs for client participation.

Organizes and coordinates special functions, meetings and trainings. May provide tenant transportation as required.

Interfaces, through public speaking engagements and other means, with a variety of other agencies and the public relating to the access, maintenance and expansion of the family services network.

May provide the daily administration of the Family Self Sufficiency Program, assuring that program participants develop a plan for self-sufficiency, are linked with the supportive services necessary to achieve their goals and monitor their progress and completion of the Program. Performs quality control audits of the Program to assure compliance with Housing Authority & HUD requirements applying appropriate laws and regulations. Recommends and implements organizational and procedural changes to the program. Compiles data and prepares reports relative to the Family Self-Sufficiency Program.

May assist in coordination and implementation of Home Ownership Programs as may be developed by the Agency. Identifies and qualifies potential participants for Home Ownership Programs.

May advocate for the disabled and elderly in the client population assisting with access to supportive services and overseeing the Senior-Companion Program and other special programs.

May advocate for the youth in the client population by coordinating and providing access to sports, recreational, educational, cultural and volunteer activities. Acts as liaison to organizations providing activities and services for youth. Hosts and monitors activities.

Provides training to clients on available services, clients rights, public housing lease obligations and occupancy policies.

Develops and maintains a directory of services available from service organizations.

May prepare and submit reports on activities and prepare general correspondence relating to the Service Coordinator Program and the Family Self-Sufficiency Program.

Develops and distributes a newsletter and calendar and disseminates information to clients in Agency programs.

Maintains database of resident files and profiles. Operates office equipment including copy machines, fax machines, calculators and computers.

Works cooperatively with others, including co-workers, clients and services providers.

SUPERVISORY RESPONSIBILITIES

May supervise clerical, temporary and trainee personnel assigned to assist with the Service Coordinator functions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Any combination of education or training equivalent to a degree from an accredited college or university with a degree in public administration, social services or related field. Relevant experience coordinating services to low income families, including elderly, disabled and youth may be substituted for the education requirement on a year for year basis. Bilingual (Spanish/English) desirable, but not required. Ability to work flexible hours, occasional evenings and weekends required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients, the general public and employees of the Agency.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a current California Driver License and be insurable by the Housing Authority's insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to work at a desk, move from housing unit to housing unit, including by elevator and stairs, communicate in person and by telephone with residents, the general public and coworkers, drive an automobile for the purpose of transporting residents and traveling from one development site to another. The employee must be able to use computer equipment for the purpose of inputting and retrieving data and preparing reports and correspondence. The employee must occasionally lift and/or move up to 35 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather. The noise level in the work environment is usually moderate.

BENEFITS

This is a regular full-time position and, as such, the employee selected for it will be entitled to all benefits afforded regular employees of the Housing Authority - including medical, dental, vision, and life insurance; CalPERS retirement (employer match); sick leave; vacation and holiday pay.

SALARY PLAN

Each class or position in the Housing Authority is assigned a salary range with five steps or rates of pay. Newly hired employees begin on the first step of the appropriate salary range.

OTHER QUALIFICATIONS

1. Valid California driver license. Employee selected must be insurable by the agency insurance carrier. The Housing Authority will review driving records of candidates selected post offer.
2. Ability to communicate effectively orally and in writing in English is a requirement and may be subject to testing.
3. Applications will be screened for qualification fulfillment prior to interviewing. Please complete your application forms accurately, thoroughly and neatly. During the screening process, no assumptions will be made as to the quality, quantity or suitability of an applicant's previous experience. References will be verified post-interview.
4. ADA/Testing Accommodations: If you have a disability that requires accommodation for the examination process, you are required to notify the Personnel Director by the filing deadline.

APPLICATION

Candidates must be specific and complete in describing their qualifications for this position. Please attach resume, copies of typing certificate (if applicable) and any other certifications to your application. Based upon information presented on applications, **a limited number of candidates with qualifications most applicable to this position**

will be scheduled for an interview appointment. Failure to state all pertinent qualifications may lead to elimination from competition.

In the event that we determine there are an insufficient number of qualified candidates in the applicant pool, the Housing Authority reserves the right to defer interviews to another time.

The Housing Authority of the County of Kern does not discriminate on the basis of handicap in admission or access to or treatment or employment in its federally assisted program activities.

Applications will be accepted online via the Housing Authority's official website at:

www.kernha.org

Open Until Filled.

**THE HOUSING AUTHORITY OF THE COUNTY OF KERN
IS AN EQUAL OPPORTUNITY EMPLOYER**