

Schenectady Municipal Housing Authority

Job Posting

Job Title: Service Coordinator

Reports to: Elderly Disabled Services Coordinator

The Schenectady Municipal Housing Authority (SMHA) is seeking to fill the full-time position of Service Coordinator. This position will be responsible for assisting seniors and adults with disabilities in overcoming barriers to maintaining housing and independent living. The Service Coordinator will provide the following services to eligible residents: case management, advocacy, assessment and service coordination. This position is supervised by the Elderly Disabled Services Coordinator. This position may require supervision of a transportation aide and a housekeeping aide. At times this position may be required to work weekends.

JOB DUTIES AND RESPONSIBILITIES:

- Provides case management services, including needs and strengths assessment, client referral and advocacy, crisis intervention and service coordination. Develops support plans, monitors progress and provides follow-up. Encourages and facilitates client participation in services and community activities.
- Implements services to improve service quality to eligible participants. Recommends and assists in the implementation of program goals and objectives.
- Completes documentation, reports and ensures compliance with HUD regulations.
- Conducts initial applicant screening assessments to assist in eligibility determination.
- May require weekend work, as needed.
- Serves as a liaison to program and collaborating organizations, including social service agencies and government and community groups.
- Prepares and conducts case reviews and meetings in accordance with HUD regulations.
- Serves as a liaison with partner organizations and other service providers and contractors as necessary.
- Effectively communicates agency policy and mission to collaborating organizations and the community
- Effectively works with individuals and provides support to people of all genders, races, ethnicities and backgrounds
- Meets client service standards set forth by Elderly Disabled Services Coordinator regarding quantity, type and quality of services to be delivered to eligible residents.
- Performs duties and responsibilities as required or assigned by the Elderly Disabled Services Coordinator.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York college or university with a Bachelor's Degree in Human Services, Gerontology, Sociology, Psychology or a related field and one year of experience which shall have involved providing support services to seniors or individuals with disabilities; OR
- (B) Graduation from a regionally accredited or New York State college or university with an Associate's degree in Human Services, Gerontology, Sociology, Psychology or a related field and three years of experience as outlined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Special Requirements: Must possess a valid NYS Driver's license at the time of appointment, and must maintain such license throughout the tenure of appointment.

Salary and Benefits: SMHA offers a competitive salary and benefits package.

Civil Service Appointment Status: This position is in the civil service competitive class. Appointments to this position will be made on a provisional basis. The candidate will be required to pass a written examination and be reachable on the resulting eligible list.

Pre-employment Drug Screening: It is the policy of SMHA to require applicants to take and successfully pass a pre-employment drug test.

Submission Requirements: Applicants must submit a job application and attach a copy of their resume. The application can be downloaded from our website <http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume may be submitted via mail or email to the following:

Office of the Executive Director
Schenectady Municipal Housing Authority
375 Broadway
Schenectady, NY 12305
jobs@smha1.org

Submission Deadline: Friday, April 20, 2018

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer.