CARBONDALE HOUSING AUTHORITY

2 JOHN STREET
CARBONDALE, PA 18407
(570)-282-0280
carbondalehousing.org

The Carbondale Housing Authority (CHA) is seeking a highly motivated and enthusiastic team player, to serve as a Public Housing Coordinator. This is a full-time position (35 hours\week).

Job Description – Public Housing Coordinator

This is administrative and supervisory work in the management of a property or properties of a housing authority.

An employee in this class is responsible for the management and efficient operation of an assigned property or properties in accordance with procedures of the housing authority and federal regulations. Work involves a variety of administrative functions such as preparation and maintenance of reports and accounts, interior and exterior unit inspections. Work also involves functions related to the social aspects of property management and requires constant coordination with staff members of the housing authority. Work is performed with considerable independence subject to review by an administrative superior through conferences and a review of reports.

Examples of Work Performed:

Manages and efficiently operates the assigned housing property or properties within the policies and regulations set forth by the Department of Housing and Urban Development and the housing authority.

Collects security deposits and initial money due the housing authority from new residents.

Prepares and maintains all records at the property level, including those of resident accounts, property control, resident turnover and condition of units.

Prepares the annual re-examination of residents to determine if there have been any income or family changes which effect rent status.

Counsels residents who are non-compliant with lease terms or delinquent on payments; manages evictions, prepares supporting documents and court paperwork, and appears in court as needed.

Keeps the various administrative members of the authority advised as to the attitudes and activities of the residents and their representatives.

Supervises the daily use of property facilities and spaces.

Encourages and instructs residents in the proper care and maintenance of authority property in accordance with the lease.

Performs related work as required, including work in other departments throughout the Authority when delegated by the executive director or superior.

Knowledges, Skills, and Abilities:

Knowledge of management practices of public and private agencies dealing with social problems and community needs.

Ability to effectively coordinate and supervise the various activities related to resident occupancy and property management.

Ability to plan, organize, and supervise the management of housing authority records and reports.

Ability to interpret and administer municipal, state and federal rules, regulations, and procedures relating to property management.

Must have excellent computer skills and be proficient with Microsoft Office software.

Ability to establish and maintain effective working relationships with superiors, subordinates, residents, other agencies and the general public.

Ability to perform mathematical calculations

Ability to express ideas clearly and concisely, orally and in writing.

Ability to work independently.

Our Ideal Candidate:

Our ideal candidate is a compassionate, resourceful, and highly organized problem-solver who enjoys helping people. We are looking for a candidate who can build trust with participants while maintaining professional boundaries, stay calm and solution-focused during difficult situations, and confidently manage multiple priorities. You'll thrive in this role if you're a detail -oriented, strong communicator, comfortable working both independently and collaboratively, and willing to meet people where they are.

Qualifications\Experience:

High school diploma or GED required, college degree preferred. Prior experience working with the public required. Experience or familiarity with public and or affordable housing programs and\or residential property management preferred.

Valid Pennsylvania's driver's license is required.

As a condition of employment, candidate must successfully pass a criminal background check, with regular, full-time employment being contingent upon successful completion of a six month probationary period.

Salary/Benefits

Salary commensurate with experience

-Benefits: Health, dental, life insurance, retirement plan, twelve (12) paid holidays, vacation, sick time (upon successful completion of probation period)

How to Apply

Submit your resume, cover letter, and any relevant certifications to:
alicia@carbondalehousing.net

Applications accepted until position is filled.