



Mohawk Valley Community Action Agency, Inc.

9882 River Rd., Utica, New York 13502
315-624-9930 (p) 315-624-9931 (f)
www.mvcaa.com

Ilion CAAP

38 Morgan St.
Ilion, NY 13357

Utica CAAP

1100 Miller St.
Utica, NY 13501

Rome CAAP

203 W. Liberty St.
Rome, NY 13440

Mohawk Valley Community Action Agency, Inc. is an equal opportunity employer. It is our policy to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, age, national origin, disability, sexual orientation marital status, status as a disabled or Vietnam Era Veteran, status with respect to public assistance or any other characteristic protected under state, federal or local law. In support of this, we are writing to inform you of current job openings in our agency. Below are the descriptions of the qualifications and job duties of the positions open. We are requesting that you post these job vacancy notices in your facility. Thank you for your help.

Housing Division is seeking applications for the following position:

Position:	Housing Coordinator
Program:	Section 8
Location:	Marcy Administration Building, 9882 River Rd., Utica NY
Classification:	NE-9 Salary Range \$16.26-\$21.68

Basic Function Performs supervisory and administrative work involving various Housing Programs. Works cooperatively with Program Manager to administer current funding streams and develop new funding opportunities, ensure adherence to schedules, policies, and procedures.

Responsibilities include but are not limited to Develops and sets methods, deadlines, priorities, objectives and assignments for the Housing Specialist positions. Required to have a technical knowledge of program requirements by maintaining federal, state, and local regulations. Manages and coordinates training programs for housing staff relative to Federal regulatory provisions, governing operations, the Administrative Plan, Housing Quality Standards, etc. Must ensure staff is well trained and able to perform duties effectively. Review problem cases, grievances, and complaints and determines course of action in conjunction with the Program Manager. Ensures accuracy for data entry of Housing programs in CAPTAIN and individual Program databases. Works cooperatively with Program Manager to prepare and submit reports required by Agency, funding sources and other partners. Supports the Agency's efforts to integrate services, share data, link programs and objectives, and leverage funding opportunities. Adheres to approved budgets; applies sound fiscal procedures. Represents Agency and Division in, and travel to, meetings, reviews and training sessions with funders, other agencies and/or partners. Adapt to change and growth. Perform other duties requested by Program Manager. This position requires technical knowledge of program rules and regulations and a high level of human relations skills. This position requires following and maintaining knowledge of federal, state, local and HUD regulations, in addition to the Agencies' policies and procedures. Adapt to change and growth. Perform other duties as assigned by Program Manager and Housing Division Director.

Qualifications: Three (3) years full-time experience working with housing programs, subsidized rental, property management, or other human service programs/agencies. Demonstrated ability to work with a diverse, low-income population and communicate effectively with a variety of clients, landlords, staff, and visitors in a variety of situations. Strong management skills and experience in administration responsibilities. Must be able to plan, organize and make sound judgments and decisions; performs basic mathematical operations with accuracy. Ability to analyze and solve problems. Valid NYS Driver's License and reliable transportation

For consideration, send cover letter and resume by October 4, 2021 to:

Sarah Sandore, H. R. Director, 9882 River Rd., Utica, NY 13502

MVCAA, Inc. is Proud to be an EOE/M/F/D/V