

**Cumberland County Housing and Redevelopment Authorities**  
**Local Housing Options Team (LHOT) Coordinator**  
**JOB DESCRIPTION**

This is a part-time, non-exempt position that involves advancing the work of and assisting in attaining the goals established by the Local Housing Options Team, whose mission is to end homelessness in our communities and to advocate for the availability of safe, accessible and affordable housing choices that meet the needs of all people with disabilities. This mission is accomplished through collaboration among and between organizations, including private, commercial, and public resources. This position reports directly to the Special Needs Housing Supervisor.

**DUTIES AND RESPONSIBILITIES:**

1. Provide outreach, information, and advocacy on behalf of homeless persons and persons with disabilities who live in Cumberland and Perry Counties and who are in need of housing and related services.
2. Coordinate the action planning process for the LHOT and provide staff assistance to the LHOT including follow up between meetings on matters determined to be priorities.
3. Provide staff assistance to the LHOT sub-committees including sending meeting notices, and recording and distribution of meeting minutes
4. Research programs and resources for housing and related services that may benefit homeless persons and persons with disabilities who live in Cumberland and Perry Counties.
5. Collaborate with private and public organizations regarding the development of housing and related services for persons with disabilities.
6. Provide information and assistance to persons who call the LHOT office regarding housing and related services for homeless and persons with disabilities.
7. Serve as the lead staff member for organizing and conducting an annual Cumberland/Perry LHOT Housing Seminar.
8. Serve as the lead staff member for organizing and conducting updates to the housing needs survey for persons with disabilities.
9. Other duties as assigned.

**EDUCATION & EXPERIENCE**

1. At minimum high school graduate, college degree preferred. College experience can be substituted by three or more years of satisfactory employment in social work experience in management, housing, or social work with seniors and/or disabled persons.

2. Individual must be familiar with computers, including the operation of e-mail, Microsoft Word and Excel.
3. Individual must have good interpersonal and teamwork skills, as well as the ability to deal with the general public.
4. Ability to exercise independent judgment and initiative.
5. Skill in communicating information, both in oral and written forms, and in making presentations before others.
6. Skill in performing and coordinating detailed work activities.

#### **PERSONAL QUALIFICATIONS**

1. Good people skills, tact, consideration, courtesy and patience are a must. Must be able to relate to and have concern for the welfare of elderly and disabled persons.
2. Individual must be dependable and have integrity.
3. Commitment to the independent living philosophy for persons with disabilities.
4. Ability to maintain the confidentiality of consumer information.
5. Must possess a driver's license and have a clean driving record. Use of personal vehicle is a must to travel between sites.
6. Strong interpersonal and teamwork skills required.
7. Must be detail oriented and possess strong organizational skills.

#### **WORKING CONDITIONS**

1. Work involves sitting, standing and walking. Frequently handles objects weighing up to 10 pounds.
2. Must be able to conduct home visits and access second story apartments.
3. Majority of work is performed inside in an office setting; however, some travel to project sites, or to meetings off-site will be required.
4. Hours may be flexible and dependent on the needs of the department.