

**Job Title: HOUSING RESOURCES COORDINATOR**

**Job Type:** Full Time

**Job Description:**

This administrative level position in the Lackawanna County Department of Human Services (DHS) is responsible for managing housing resources, both program and financial, for the following departments: Area Agency on Aging, Office of Youth and Family Services (OYFS), Drug and Alcohol and Behavioral Health/Intellectual Disabilities/Early Intervention.

The Housing Resources Coordinator will work in collaboration with the directors of the categorical program offices in DHS to identify housing needs and develop programs/services to address these needs. This position will be the central point of contact to advocate and work collaboratively with community agencies to resolve human service housing needs on an individual and community basis.

The Housing Resources Coordinator will assist in securing and managing grants relative to housing and homelessness. The Coordinator will also represent the department at all community housing meetings. In addition, they will provide direct site supervision to housing aides and the housing coordinator will report to senior DHS/OYFS management.

**Duties:**

Monthly meetings with the directors of the categorical program offices to determine housing needs of clients served directly by Lackawanna DHS and the community at large.

Quarterly meetings with the Department of Human Services administrative team to share data reports, discuss new needs and gaps in services and problem-solve/develop solutions based upon comprehensive data analytics.

Research potential grant and funding streams to assist in program development to meet identified needs

Engage with grant writers to assist with needed data to complete grant applications

Implementation and management of grants, including grant agreements, contracts, fiscal oversight, reporting requirements, compliance and monitoring

Entering data and maintaining the HMIS for county programs

Coordinate and monitor administratively approved hotel stays for consumers of the Area Agency on Aging and families of the Office of Youth and Family Services

Track data for all county housing programs and prepare monthly, annual, and ad hoc reports.

Represent the department at all community housing meetings to include, but not limited to, the Continuum of Care, Housing Coalition, Chronic Homeless, Re-Entry Task Force, CoC Youth and Education Subcommittee and HMIS

Coordinate and attend all Housing MDT meetings

**Core Competencies:**

Comprehensive knowledge of community-based agencies and their housing programs

Thorough knowledge of available funding sources for housing programs

Highly effective oral and written communication skills

Excellent organizational and project management skills

Proven experience with grant research and grant management

Strong computer skills

Ability to work both under supervision and independently

Representation of the department in a highly professional manner at all times

Ability to establish and maintain effective working relationships

Understanding of basic statistics and analysis

Ability to understand peer reviewed journals regarding housing/homelessness research

**Education:**

Bachelor's Degree required, Master's Degree preferred.

**Experience:**

Minimum of 2 years' experience, preferably on an administrative level, working with the homeless population

Minimum of 2 years' experience in grant research and management preferred or the ability to understand and coordinate multiple complex programs and funding sources while adhering to regulations and maximizing outcomes

**To apply submit a resume and cover letter by close of business day Friday, October 9, 2020 to:**

**Human Resources  
Lackawanna County Government Center  
123 Adams Ave 5<sup>th</sup> Floor  
Scranton PA 18503  
[granzaj@lackawannacounty.org](mailto:granzaj@lackawannacounty.org)**

**EOE**