



EXAMINATION OPEN TO THE PUBLIC

DMHAS HOUSING PROGRAM COORDINATOR

ANNUAL \$54,194 SALARY: \$67,442 **SALARY GROUP: SH 21** **APPLICATION CLOSING DATE: FEBRUARY 21, 2012** **EXAM NO: 120300CDM**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Mental Health and Addiction Services, this class is accountable for independently performing a full range of technical tasks in program development and housing-related programs for clients served by the Department.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY FEBRUARY 21, 2012:

GENERAL EXPERIENCE: Six years of experience at a technical level in housing program development or management or provision of financial or technical advisory assistance to local agencies concerned with housing related problems.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in business or public administration, housing, urban development, or other closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to speak a foreign language.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of federal, state and community resources available in the area of housing; knowledge of problems and programs of housing including such areas as rental, housing development and management, home ownership and other housing related activities; knowledge of social and economic factors, issues and programs related to housing; knowledge of techniques of social, economic, and governmental research related to housing; considerable oral and written communications skills; interpersonal skills; considerable ability to plan, analyze and evaluate housing programs.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
 - (2) Supplemental Examination Material (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of DMHAS Housing Program Coordinator, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of DMHAS Housing Program Coordinator cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience working with State and Federal housing laws and regulations. Describe your experience identifying available federal, state and community housing resources and making program referrals for persons with behavioral health challenges. Detail your experience working with housing programs such as Shelter Plus Care, supportive housing, pilots, rental, housing development and management, home ownership, urban renewal, and tax abatement. Be specific as to your role in coordinating, planning and managing housing resources and programs. Describe your experience in reviewing, analyzing and processing housing financial assistance program grant and referral applications, budgets, program plans, contracts and revisions to insure accuracy and conformity with statutory and other requirements/procedures. **(2)** Experience in planning, analyzing, designing, monitoring and evaluating housing programs. Describe your experience interpreting program goals and objectives, your method of monitoring these standards, reporting and correcting deficiencies. Include information on methods and procedures developed or utilized to monitor and evaluate programs. **(3)** Communication/Interpersonal Experience. Describe your experience providing consultation and technical assistance to behavioral health and human services agencies. Be specific as to whom you provided this consultative/assistance, the nature and purpose of the contact. Also detail any experience serving as a liaison with Case Managers, agency administrative staff, property managers, landlords, service providers and attorneys on housing matters. Include information on the nature of the liaison activities. Describe your experience preparing clear, technically sound and comprehensive statistical, financial, budget, progress and other reports. Include information on the frequency of these reports and the target audience. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by February 21, 2012.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by April 4, 2012.** **(8)** A separate application/examination package must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.