

CONNECTICUT VALLEY HOSPITAL

DMHAS HOUSING PROGRAM COORDINATOR – CV100847

Location: CONNECTICUT VALLEY HOSPITAL
Program/Unit: ADMINISTRATIVE & SUPPORT SERVICES DIVISION –Care Management/Social Work Services
Shift/Schedule/Hours: 1st Shift/ Monday – Friday 8:30 a.m. to 5:00 p.m.
Salary: \$54,194.00 annually
Posting Date: May 1, 2012 Closing Date: May 7, 2012

Eligibility: This is a competitive classification. State employees currently holding the above title or those who have previously attained permanent status or candidates who have applied for and passed the DMHAS Housing Program Coordinator examination, and therefore; on the current certification list promulgated by the Department of Administrative Services for this classification may apply. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Duties may include but not limited to: Provides technical assistance to staff and/or agencies involved in housing programs including such program areas as low income rental housing, rental homes for elderly, relocation, housing site development, and housing code enforcement; assists local agencies and authorities in areas of program planning, design, operations, and management; serves as liaison with Case Managers, agency administrative staff, property managers, landlords, service providers, and attorneys on housing matters; Reviews, analyzes, and processes housing financial assistance program grant and referral applications, budgets, program plans, contracts, and revisions in an assigned program area to insure accuracy and conformity with federal, state, and departmental requirements; reviews and processes applications for rental housing projects by local housing authorities and other entities and provides a continuing review of management plans of local agencies administering and maintaining projects; performs inspections and re-certifications, reviews, and evaluations to determine quality of program operation, conformance with program plan and effectiveness; prepares clear, technically sound, and comprehensive statistical, financial, budget, progress, and other reports; may maintain and monitor program budget and complete related paperwork; may monitor the status of payment requests and rent subsidy payments; coordinates activities of department with other community, regional, state, federal, and private agencies; meets with officials and groups to explain and interpret department programs; may serve on committees and work groups; may develop and implement housing training programs; may make program referrals; may maintain housing data on internal database; may review and process single family home mortgage applications; performs related duties as required.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

To be considered for this position as a successful exam list candidate: All applicants must complete a State Employment Application for Employment (CT-HR-12) with the position number listed at the bottom of the first page of the application. Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. **We request that your application for this position be sent as directed below during the posting period.**

PLEASE SEND APPLICATIONS TO:

Deb Robinson, Human Resource Associate
Connecticut Valley Hospital, Human Resources
P. O. Box 351, Middletown, CT 06457
Fax: (860) 262-5055 Phone: (860) 262-5819
Email: Deborah.A.Robinson@ct.gov

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **P2**