

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY  
DMHAS HOUSING PROGRAM COORDINATOR

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** Candidates who are on the current exam list for DMHAS Housing Program Coordinator

**Location:** Connecticut Valley Hospital ~ Administrative Support Services Division ~ Care Management/Social Work Services ~ Middletown, CT

**Job Posting No:** CV-25001

**Hours:** Monday through Friday ~ 8:30 a.m. to 5:00 p.m. ~ 40 hours weekly

**Salary:** \$54,194 Annually

**Closing Date:** August 5, 2013

**Eligibility Requirement:**

Candidates must have applied for and passed the DMHAS Housing Program Coordinator exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **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.

**Special Requirements:** Incumbents in this position will be required to travel and must possess and retain a valid Connecticut Motor Vehicle Operator license.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**  
Doreen Clemson, Human Resources Associate  
Connecticut Valley Hospital  
P. O. Box 351, Middletown, CT 06457  
Fax : (860) 262-5055  
Email : Doreen.Clemson@ct.gov

The DMHAS Lateral Transfer Request Form, 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](http://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 and strongly encourage the applications of women, minorities and persons with disabilities. P-2