

JOB OPPORTUNITY

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

DMHAS HOUSING PROGRAM COORDINATOR #OC86641
STATEWIDE SERVICES DIVISION

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: 410 Capitol Avenue, Hartford, CT 06106
Job Posting No: OC86641
Hours: 1st shift, 8: 00 a.m. – 4:30 pm, Monday – Friday, (full time 40 hours per week)
Salary Range: \$55,820.00 - \$69,466.00
Closing Date: January 14, 2014

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 include: Conduct site visits and fiscal reviews of the various state and federally funded housing and homeless programs funded through the Department of Mental Health and Addiction Services, including the Housing Assistance Fund (HAF), Shelter Plus Care, Projects for Assistance in Transition from Homelessness (PATH), and all other Permanent Supportive Housing (PSH) programs; review individual case records for eligibility, adherence to state and federal regulations and laws, and proper documentation; review the state and federally funded agencies for compliance with established guidelines and regulations, proper calculations and payments of rent for participants, and overall service provision and delivery within all housing and homeless programs administered through the DMHAS Housing and Homeless Unit; work with supervisor to implement corrective action plans for these agencies, as needed. Additionally, will monitor data quality of federal housing and homeless programs by reviewing all DMHAS data entered into the Homeless Management Information System (HMIS). Ensure all required federal reports (Department of Housing and Urban Development (HUD) Annual Progress Reports and PATH Annual Data Reports) are submitted in a timely fashion. Evaluate data in the DMHAS data system and the HMIS to assist the Department in allocating housing, homeless and social service resources to the appropriate jurisdictions.

SPECIAL REQUIREMENTS:

1. 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 APPLICATION TO:

DMHAS/Office of the Commissioner

Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
Fax: (860) 418-6697
Maria.D.DeJesus@ct.gov

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. (P-2)