



# HOUSING PROGRAM COORDINATOR JOB DESCRIPTION

Job Title: <b>Housing Program Coordinator</b>	
Dept./Division: <b>PHSS / Social Services</b>	Job Class Code: <b>1327</b>
Pay Grade: <b>121</b>	PCN: <b>1327001</b>
FLSA: <b>Non-Exempt</b>	Effective Date: <b>September 2011</b>
Representation Status: <b>Teamsters Combined</b>	Revision Date: <b>August 2025</b>
Reports To: <b>Social Services Supervisor</b>	

## NATURE OF WORK

Under general supervision, develops and implements housing programs for supportive housing projects, and social services for the homeless and at-risk populations; writes grant applications and contracts, and manages grant-funded programs, policies and technical reporting.

## ESSENTIAL FUNCTIONS:

*The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.*

- Manages and coordinates public housing programs for at-risk populations throughout Lewis County in compliance with Federal and Washington State grant program standards.
- Researches and analyzes community needs to define program directions and goals, including providing housing options for supportive housing projects and services for the homeless and at-risk populations.
- Researches and identifies grant funding opportunities that meet County needs and are consistent with Department objectives; writes applications for grant programs and other funding opportunities; determines funding policies and allocations for service providers; prepares and negotiates contracts.
- Prepares and maintains technical records, contracts, reports and statistical information for state and Federal agencies; documents client services delivery as required by grant funding agencies.
- Develops evaluation tools to measure outcomes and monitor program effectiveness; evaluates current programs and forecasts future needs of the community.
- Evaluates performance of contractors; assures resources are used effectively and service providers are in compliance with grant fund requirements and state and County standards and guidelines.
- Establishes effective working relationships with regional agencies and community organizations to verify that effective services are provided to the community, and at-risk populations have access to resources.
- Plans, organizes, and conducts community outreach programs, community events, workshops, conferences and discussion groups to address public housing and access to community services.
- Develops, reviews and coordinates development of comprehensive long-range plans for community services to meet requirements of Washington State Department of Community,

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- Trade and Economic Development (CTED) and United States Department of Housing and Urban Development (HUD).
- Maintains absolute confidentiality of work-related issues, personnel records and County information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended, and HIPAA policies and procedures.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment; work involves light physical demands and frequent use of a personal computer.

**QUALIFICATIONS:**

**REQUIRED:** Education, experience, certifications, etc.

- Bachelor's degree in public administration, business administration, social services, or related field; AND three (3) years' experience in public housing or social services programs.
- A valid driver's license is required. Specific technical training and certifications may be required.

**PREFERRED:** Education, experience, certifications, etc.

**COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):****Knowledge of:**

- Grant program policies, procedures and reporting standards for Washington State Department of Community, Trade and Economic Development (CTED), Washington State Department of Social and Health Services, and United States Department of Housing and Urban Development (HUD).
- Principles and procedures for grant applications, administration, accounting and records management.
- Applicable laws and regulations covering public housing programs.
- Principles of record keeping and records management.

**Skills in:**

- Understanding, interpreting, and applying relevant statutes, codes, policies and regulations.
- Managing grant projects, including applications, data collection, analysis, reporting, and evaluation.
- Evaluating community needs and public housing issues and developing recommendations for short and long term solutions.
- Preparing and presenting information for diverse audiences.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Following verbal and written instructions.

**Ability to:**

- Learn and follow County policies and procedures.

**Behaviors:**

- Regular, reliable attendance.
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As the incumbent in this position, I have received a copy of this position description.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature                      Date