



Job Posting – January 27, 2025

POSITION: SPECIAL PROGRAMS COORDINATOR

REPORTS TO: DIRECTOR OF HOUSING

CLASSIFICATION: NON-EXEMPT FULL TIME

BASIC FUNCTION:

The position duties include a wide range of activities related to determining and documenting participant eligibility, income, rent and contractual relationships for multiple Special Programs in support of the Housing Choice Voucher (HCV) operations using written administrative policies and procedures. The work is performed under general supervision of senior management, with considerable requirement for independent judgment and action taken in the above areas.

GENERAL DESCRIPTION:

- Plans, implements, directs, and evaluates the various Special Programs in accordance with regulations promulgated by the United States Department of Housing and Urban Development and policies set by Deep East Texas Regional Housing Authority.
- Develops or assists with the development of Action Plan policies for the programs with the recommendations of the Program Coordinating Committee.
- Supervises and participates in the preparation and maintenance of program materials, reports, and records such as assessments, financial records, activity reports and case management records.
- Maintains data regarding the various programs' services and accomplishments and prepares reports summarizing these service data for use by the Deep East Texas Regional Housing Authority, the Department of Housing and Urban Development and the community of service providers assisting with the delivery of services.
- Networks with community agencies, determines key leadership from these agencies and coordinates the formation and ongoing viability of a Program Coordinating Committee to provide services, technical assistance, and policy guidance.
- Collaborates with community agencies and mainstream providers for the provision of these services for clients.
- Contracts through Memoranda of Agreement or contracts with community agencies and mainstream providers to ensure on-going provision of these services for clients.
- Interviews and determines the eligibility of applicants for the various Special Programs.

- Assesses service needs of program participants, and through case management, goal setting, referrals, and monitoring assists participants in accessing appropriate public or private community agencies to obtain specialized types of assistance.
- Reviews case records to update and monitor client needs; and other duties as assigned.

EDUCATION AND EXPERIENCE:

Bachelor’s degree in social sciences or related field preferred or experience in public housing, counseling or social work, or a combination of education and experience; and training which provides the required knowledge skills and abilities.

SALARY: \$30,000 - \$42,500 per year depending on experience, plus benefits including health insurance, retirement plan and other benefits.

APPLICATION PROCEDURE:

Submit completed application and resume to the DETCOG Human Resource Director by one of the following methods:

- Email to: lsargent@detcog.gov
- Mail to DETCOG Attn: Personnel, 1405 Kurth Drive, Lufkin TX 75904

Application can be found online at www.detcog.gov under the “Notices & Resources:” tab.

APPLICATION DEADLINE:

Interested and qualified persons are encouraged to apply without delay. This position is open until filled.

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