

JOB DESCRIPTION
Housing Coordinator

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| 1. Little Dixie C.A.A. | 2. Program: Housing |
| 3. Reports To: Housing Director | 4. Title: Housing Coordinator |
| 5. Grade: Five | 6. Date: July 2015 |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 8. Status: Non-Exempt |

JOB SUMMARY:

The Housing Coordinator is responsible for the operation of the agency programs within the Housing Program of responsibilities.

DUTIES AND RESPONSIBILITIES:

1. Interviews clients and obtains and maintains required funding source documentation and records.
2. Determine the need and eligibility of clients for appropriate agency programs.
3. Maintains liaison with realtors, insurance agents, and other social and governmental agencies serving common areas.
4. Works with Housing Outreach Coordinator to determine local needs and advise them of services and programs available for their participation in the Housing Programs.
5. Works with agency's public relations officer to insure local publicity of all LDCAA Housing Programs.
6. Provides HomeBuyers Education, Prequalify potential borrowers, Financial Literacy Classes, Housing Counseling, Credit Counseling, Loan Packaging and other LDCAA assistance programs available under the supervision of the Housing Director and Administrative Assistant/Loan Officer.
7. Provides future homeowners through all the steps toward homeownership.
8. Performs such other duties as may be assigned.

SUPERVISORY RELATIONSHIP:

The Housing Coordinator reports to the Housing Director and performs no staff supervision.

QUALIFICATIONS:

1. A high school diploma/GED is required.
2. Office skills (computer, typing, calculator, etc.) are required.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 25 pounds.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is non-exempt from the provisions of the Fair Labor Standards Act as amended in 1974.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)