



360 Orange Street
New Haven, CT 06509
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Housing Authority of New Haven

JOB DESCRIPTION

JOB TITLE: Relocation Coordinator

EXEMPT:

SALARY LEVEL: **Minimum:** \$47,188 **Maximum:** \$59,606

EMPLOYEE REPORTS TO: Relocation Manager

PREPARED BY:

DATE:

APPROVED BY:

DATE:

EXPIRATION DATE: Until position is filled

SUMMARY

The Relocation Coordinator shall be responsible for all aspects of temporary and permanent relocation of public housing residents, as a result of comprehensive modernization activities, including construction, rehabilitation, and demolition. This position is responsible for ensuring that ECC, HANH complies with HUD Handbook 1378, and where applicable, the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. The Relocation Coordinator needs to apply a care-taking approach to elderly and/or disabled residents who may be experiencing mental or physical distress related to relocation.

ESSENTIAL DUTIES

1. Develops a resident relocation agreement that coincides with the Authority's relocation plan.
2. Organizes and facilitates resident meetings to inform residents of status of projects.
3. Meets with residents individually to explain relocation options and facilitate their timely relocation with a minimum of disruption to their daily activities.
4. Identifies and coordinates delivery of special services and social services on a case-by-case basis.
5. Facilitates relocation goals and manages the relocation process to concur with construction schedule.
6. Prepares and delivers all notices required by applicable laws and regulations.
7. Responsible for coordinating with other ECC, HANH departments to facilitate relocation process.
8. Develops and implements a computerized reporting system to timely advise other Authority departments of relocation activities.

9. Provides monthly reports related to all aspects of the relocation process.
10. Responsible for the review of all relocation agreements to ensure accurate completion.
11. Assists residents in preparing for relocation.
12. Attends Vacancy and other weekly and monthly meetings as required.
13. Performs all other related duties as assigned.

EDUCATION AND EXPERIENCE

A Bachelors degree with a concentration in social service, or

Significant professional experience in a health or social service organization with delivery of service responsibility, or

Professional experience demonstrating the skills and abilities necessary to perform the essential duties of the position.

SKILLS AND ABILITIESA valid State of Connecticut Driver’s License is an essential qualification, as the incumbent will frequently drive from office to resident community. Knowledge of principles, practices, and regulations of federal and state assisted housing programs, as well as various state social service programs.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Effective communication skills, particularly with persons of different cultural and ethnic backgrounds.

Bilingual is a preference.

Knowledge of using computer software including Microsoft Word, Excel and database management.

Strong inter-personal skills are required, as incumbent serves as liaison for variety of residents, Authority executives and State and Federal officials.

PHYSICAL DEMANDS

This position requires the incumbent to frequently enter and exit a vehicle, climb stairs, and carry case-related paperwork. Although not necessarily a physically demanding job, the incumbent must possess an energetic and reassuring demeanor at all times, in order to facilitate the residents under-going relocation.

APPLICATION AND SUBMISSION

THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN RESERVES THE RIGHT TO CONSIDER APPLICATIONS AND RESUMES UPON RECEIPT AND MAKE EMPLOYMENT DECISIONS ACCORDINGLY UNTIL ALL POSITIONS ARE FILLED.

All applications and resumes will be accepted until the position is filled.

Job descriptions may be obtained from HANH at 360 Orange Street, New Haven, CT 06511 or www.elmcitycommunities.com. Resume submission without application may be submitted to address above, Fax number (203) 497-8202, e-mail to HR@elmcitycommunities.org , TDD number 203-497-8434. The Housing Authority accepts resumes only for positions it is trying to fill. If an applicant requires further information, please call the HR Office at (203) 498-8800 Ext. 1022, or 1025, between the hours of 9:00 - 5:00 p.m. weekdays. Disabled are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V