



Regional Housing Coordinator Job Description

SDHP is accepting applications for the position of Regional Housing Coordinator. This position reports to a Regional Program Manager and is a full-time, salaried, exempt position. Applications will be accepted on a rolling basis until the position is filled. This position is telework eligible.

four positions are available: two in region 3 (the northwest part of the Commonwealth-- Pittsburgh and surrounding counties), one in region 1 (the South East part of the Commonwealth -- Philadelphia and surrounding counties), and one in region 2 (the central part of the Commonwealth – Harrisburg and surrounding counties).

This position requires frequent long-distance travel across multiple counties throughout the Commonwealth.

Individuals with disabilities, veterans, members of other underrepresented groups are encouraged to apply. Reasonable accommodations will be provided to allow qualified individuals with disabilities to perform the essential duties of the position.

We offer a generous and competitive benefits package to all SDHP employees, including health, dental, and life insurance benefits, generous paid time off policy, flexible work schedule, and opportunities for professional growth.

Job Description

The Regional Housing Coordinator serves as a subject-matter expert to relevant local housing officials, social service providers, landlords and property managers on all issues regarding affordable, accessible, and integrated housing opportunities for individuals with disabilities and older adults. The Regional Housing Coordinator conducts relevant accessible housing trainings, provides educational seminars and technical assistance to an array of housing organizations and entities, social service providers, and local housing associations. The Regional Housing Coordinator works to generate awareness and promote affordable, accessible, and integrated housing opportunities for individuals with disabilities and older adults.

Required Education and Experience

- Bachelor's degree, Master's degree preferred
- Three to five years' experience in accessible housing, and/or low-income housing
- Experience working with people with disabilities (highly preferred)
- Familiarity working with CRM technology (a plus)

General Responsibilities of the Position

- Interface with local housing providers and officials, representatives of social service providers, managed care organizations, Commonwealth Agency Executives, social workers, caseworkers, and donors, to create awareness and promote affordable, accessible, and integrated housing opportunities for individuals with disabilities and older adults.



- Conduct proactive outreach to organizations serving individuals with disabilities and older adults to generate awareness and promote affordable, accessible, and integrated housing opportunities for individuals with disabilities.
- Attend and make presentations at relevant local and regional housing meetings, conferences, and seminars as necessary to generate awareness and promote affordable, accessible, and integrated housing opportunities for people with disabilities.
- Represent the agency on relevant external committees, as directed.
- Develop expertise in relevant laws and regulations related to fair housing, tenants' reasonable accommodation, accessible home modification, the 811 Program, and others.
- Provide proactive technical assistance to housing providers in their efforts to market available properties to individuals with disabilities and older adults.
- Conduct an array of accessible housing trainings and educational seminars across multiple counties, as directed.
- Lead, coordinate, and/or actively participate on one or more internal project work teams, as directed.
- Actively participate in weekly staff meetings with regional manager to develop regional action plans, strategies, and approaches to create awareness and promote affordable, accessible, and integrated housing opportunities for individuals with disabilities and older adults.
- Participate in staff development opportunities together with regional team for shared learning.
- Ensure that agency trainings, educational seminars, webinars, are scheduled appropriately, and that program materials and databases are kept up to date at all time.
- Collaborate with other Housing Coordinators as a team to faithfully execute all agency operational and program directives.
- Generate cogent weekly and monthly reports using standard office software technology.
- Perform other duties as assigned.

Required Skills and Abilities

- Proficient in the use of Microsoft Office and related products, Adobe Pro, and Windows PC
- Working knowledge of Google G-Suite technologies, including Google calendar
- Strong oral and written presentation skills
- Ability to use and interact with CRM technology and electronic information management systems
- Team player
- Ability to think strategically and critically about an array of complex issues
- Ability to work independently and effectively with minimal supervision
- Ability to learn from others
- Ability to interact constructively with individuals with opposing viewpoints
- Proactive, punctual, and excellent work ethic



Interested applicants, please submit a resume, cover letter, and a writing sample of no more than five pages to employment@sdhp.org, with the following in the subject line: SDHP2019-RHC. NO calls to the office, please.

Organization Background

SDHP is a state-wide organization with more than 24 years' experience leading an array of accessible housing initiatives in the Commonwealth of Pennsylvania. Since our formation in 1994, we have continuously been motivated by our mission to promote self-determination in housing for low-income individuals with disabilities and older adults. We have been promoting self-determination and control in the field of accessible housing by providing outreach to relevant social service organizations, conducting fair housing education and trainings across multiple counties, performing home modifications on behalf of low-income individuals with disabilities, and providing educational programming to arm consumers with disabilities with the knowledge to become more informed home owners and renters.

We have successfully affected public policy in the housing sector through sustained system advocacy for close to two decades. Through our Regional Housing Coordinator and our Fair Housing Education initiatives, since 2004, we have proactively been connecting state and county government services, social service providers, housing providers, financial and lending institutions, and providing them with technical assistance and trainings to generate real-time awareness regarding the housing needs of low-income individuals with disabilities in the Commonwealth.

Equal Opportunity Employer

SDHP is proud to be an equal opportunity workplace. We openly celebrate a diverse workforce. We do not tolerate discrimination and Harassment of any kind. We hire, promote, discipline, or discharge personnel solely based on business needs, merit, and individual qualifications, without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.