

Caldwell Housing Authority

Job Description: Housing Programs Specialist

Position Objective: Coordinate or develop (if necessary) social services for the tenants of the housing authority; create policy and protocol regarding the provision of those services; and acts as a liaison between the housing authority, agriculture employers and labor contractors, tenants, community resources, and other local government agencies to plan for the effective delivery of services.

Major Responsibilities: (not all inclusive)

The housing authority receives a major portion of its annual revenues from agribusiness and local farmers who block-lease apartments for seasonal agriculture workers under the H2a farm-labor program. The incumbent in this position will spend approximately 70% of their time planning for, coordinating and managing the arrival of foreign workers under the H2a immigration program, assist employers with the administrative requirements of H2a housing, including managing leases, utility usage, and invoices, monitor H2a occupancy, and new tenant orientations. Additionally, the incumbent will identify resources in the greater Caldwell area that might benefit all tenants of the housing authority; meet with tenants or groups of tenants to identify community needs; meet with community resources and for the provision of services at Farmway Village; create policies or protocols for the delivery of services; review the necessity and effectiveness existing services. Must be able to give presentations, coordinate large groups of people and be willing to work non-traditional hours to accommodate after-hour services.

Knowledge, Skills and Abilities:

Formal education or equivalent experience in social work and the knowledge of principles and practices used to connect individuals with available resources. Must have outstanding written communication skills and be able to develop programs, protocols, or procedures for the provision of community-wide services. Knowledge and familiarity with word processing, spreadsheet, visual presentations, and web-hosting services a must. Must be able to interact with a variety of people with different socio-economic backgrounds and tenants with various family dynamics. Must be able to work in an office environment or in the field when necessary and coordinate activities with other staff.

Special qualifications:

Caldwell Housing Authority is known for its highly motivated staff. Staff members are called upon, on occasion, to put in extra hours on special projects. This may entail work after 5pm and/or on weekends. These will not be regular occurrences, but when the extra time is required to get projects or peak workloads completed, the Director reserves the right to REQUIRE staff to work this extra compensable time.

Requirements:

- Bi-lingual in English and Spanish.
- Four (4) years post-secondary education or equivalent experience and education.
- Live on-site and be accessible 24/7 during agriculture/farming season or live within 5 miles of Farmway Village. Accommodations provided but at the employee's expense.

Compensation:

Starting Annual Salary \$36,000 - 40,640 plus benefits.

Benefits

- Blue Cross health, dental and vision insurance
- PERSI retirement

- Pacific Source medical savings account
- Unum \$50,000 life insurance policy
- Unum short/long term disability policy
- Aflac supplemental insurance policy
- One (1) day vacation per month
- One (1) day sick leave per month

Benefit package is approximately 32% of salary. Total compensation value (including benefits) of this position is **\$47,520.00 - \$53,645.00**

The Caldwell Housing Authority is an Equal Opportunity Employer.

How to Apply?

Please send cover letter and resume to:

Hiring Agent
Caldwell Housing Authority
22730 Farmway Road, Office
Caldwell, Idaho 83607

—OR—

Via e-mail to:

cha@chaidaho.org

—OR—

Via facsimile to:

Hiring Agent
(208) 455-2816