



Join Our Team

An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
24-045	Senior Service Program Coordinator
Number of Openings	Compensation (Depending on Experience, DOE)
One or more (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$55,240.43 (Step 1) - \$88,310.14 (Step 20) annually <i>The typical starting range for this position is between \$55,240.43 and \$60,974.99, DOE</i>

Opening Date	Closing Date
October 29, 2024 <i>Applications are reviewed on a rolling basis.</i>	November 8, 2024, (or until filled) <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
<p>This position is open to both internal and external applicants. Applicants should:</p> <ul style="list-style-type: none"> ▪ Complete an application online - to apply, click here ▪ Submit a cover letter and resume <p style="text-align: center;">Incomplete applications will not be considered.</p> <p><i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	<p>Upon a conditional offer of employment, the candidate must successfully:</p> <ul style="list-style-type: none"> ▪ Complete a background investigation which may include: <i>(education, criminal history, credit, fingerprints, and DMV)</i> ▪ Pass a workplace drug test within 72 hours* ▪ Possess a valid State of Nevada driver's license ▪ Possess a clean driving record

****As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.***

Employee Benefits
<p>Pay is only part of your generous compensation package while working for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting a Senior Service Program Coordinator to join our team. SNRHA provides affordable housing to low- and moderate-income households through its affordable housing, conventional public housing, and Housing choice voucher programs. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - www.snvrha.org.</p> <p>If relocating from out-of-state, more than its famous Strip, which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S., with residents enjoying no state income tax, county income tax, inheritance tax, and lower property taxes.</p>

Position Summary
<p>The Senior Service Program Coordinator provides case management services to assist SNRHA's resident senior citizens in receiving social services program benefits.</p>

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

Duties and Responsibilities

This announcement summarizes typical job functions and does not exhaustively or comprehensively list all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Carry a caseload of senior services program clients; schedule and conduct regular meetings with program participants and assist them in maintaining a healthy lifestyle in accordance with Housing Authority policy and procedures.
- Maintain all files in an orderly manner and within HUD guidelines.
- Provide advocacy, information, and assistance to resident seniors and disabled clients; refer clients to service providers and community resources as required.
- Track client participation and other statistics as required for internal and external reporting; maintain client records to meet HUD and SNRHA standards; maintain records of activities and submit monthly, quarterly, and annual reports as required.
- Provide and coordinate activities that serve, support, and socialize elderly clients, such as group activities, commodity foods, health fairs, educational activities, and cultural events as required.
- Perform client assessments to determine their needs, lifestyle improvements, and economic assistance; assist clients to enroll in social service programs and to access community resources and services as required.
- Conduct outreach programs and recruitments to promote programs and senior services as required.
- Establish working relationships with social service agencies and other community-based resources as required.
- Create social programs and services to address recreational, health, and educational needs as required.
- Keep informed of community, social, and economic resources available to low-income services.
- Maintain absolute confidentiality of work-related issues, client records, and SNRHA information.
- Demonstrate courteous and cooperative behavior when interacting with clients, visitors, and SNRHA staff to support the relationship between SNRHA and the constituent population.
- Communicate clearly and concisely, both orally and in writing.
- Exercise sound judgment in the performance of job duties.

*This position is **eligible** for participation in the collective bargaining unit (SEIU), which represents certain Southern Nevada Regional Housing Authority employees.*

Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully on the job. Applicants who meet minimum qualifications are not guaranteed an interview; however, they are further assessed to determine how well they meet the position's minimum qualifications and the agency's immediate needs. Applicants should possess the following:

- Bachelor's degree in social services, public administration, or related field.
- Three (3) years of social services program case management experience.
- Excellent communication, problem-solving, crisis management, time management, and organizational skills.
- Equivalent professional experience may be considered for substitution for the required degree.
- Valid **Nevada** State-issued Driver's License and a satisfactory driving record.

Preferred Qualifications

Preferred qualifications are desired qualifications above and beyond minimum qualifications that demonstrate additional education, experience, training, or other credentials. Preference may be given to applicants who possess the following preferred qualifications:

- Experience working with a housing authority, government, or social service agency.
- Experience working with vulnerable populations.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Evaluation factors include but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, performance evaluations, and background investigation.

Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact the HR Department (702.477.3170).

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.