



St. Lawrence County

COMMUNITY DEVELOPMENT PROGRAM, INC.

HOUSING SPECIALIST/ CASE MANAGER

The St. Lawrence County Community Development Program, Inc. is currently accepting applications for the role of Housing Specialist/Case Manager in the Housing Choice Voucher Program. This is a full-time position, requiring 40 hours of work per week. The minimum qualification required for this position is a High School Diploma or equivalent, although an advanced degree is preferred. Candidates must have customer service experience, be able to establish working relationships, and communicate effectively with others. The ability to work independently and as a team member is essential. A valid New York State driver's license is also required. Under the supervision of the Housing Choice Voucher Program Director, the Housing Specialist/Case Manager will perform activities necessary to assist income-eligible participants to receive rental assistance. This will enable them to live in safe, affordable housing in St. Lawrence County, in accordance with the objectives and policies of CDP and funding sources. The Housing Specialist/Case Manager will understand and adhere to all provisions of the HTFC's Administrative Plan, including any policies, notices, and/or directives disseminated by mail or electronically within the Housing Choice Voucher Program. The successful candidate will be responsible for maintaining files for each family receiving voucher assistance and securely storing them in accordance with federal and state requirements.

The starting hourly rate of pay is \$18.00/hour. The whole job description is located on our website: www.slccdp.org/employment.

Please send a cover letter, resume, and three references to the following:

Barbara Adams, Executive Director
St. Lawrence County CDP, Inc.
One Commerce Lane
Canton, NY 13617

Applications can also be accepted via email at
execdir@slccdp.org