



POSITION VACANCY NOTICE

Pinellas County Housing Authority

Position Title:	Case Worker
	Salary: \$32,000 Note: Most PCHA positions start at the minimum rate, however some positions that require special qualifications, experience, or are in a job market shortage may start above the minimum.
Summary of Duties:	Interviews both Providers and Seekers in home visits, Home Share Offices, and others locations in Pinellas County. Performs telephone and computer intakes. Describes all aspects Home Share Program, determines appropriateness of applicant for program. Provides information and referrals to applicants when Home Share is not an option. Reviews all prospective participants with Home Share Director weekly. Matches compatible participants together based on preferences using appropriate review of applications and information gathered at intake. Makes home visits for initial match interviews and ongoing support of Provider and Seeker. Assists the Home Share Director with marketing the program by networking with community agencies, neighborhood associations, etc. Maintains all information on caseload on a current basis in database. Participate in regular Home Share meetings to maintain communication with all Home Share Staff. Works in all aspects of Home Share Program, as directed, in the Home Share Program.
Minimum Requirements	<ul style="list-style-type: none"> • Four year college degree, Masters in Social Work preferred, similar degree with appropriate experience accepted. • Thorough knowledge and minimum of two years experience interviewing individuals for purpose of determining needed services. • Computer skills in Microsoft Office programs (Word and Access) • Minimum two years experience working with low to moderate income population preferred. • Experience working in a setting that involves providing housing preferred. • Ability to communicate effectively, both orally and in writing.
Location:	Main PCHA Office (Largo) Notice: Assignment of work location within Pinellas County is subject to change based on business needs of the PCHA
Reports To:	Director of Home Share
Application Instructions:	<p>Application Instructions: PCHA Employees: Complete and sign an <u>Internal Position Interest Form</u> prior to the closing date. Members of the Public and Public Housing Residents: Complete and sign a <u>PCHA Application</u> prior to the closing date. Note: Applicants must possess all required qualifications of the position to receive an interview. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
Closing Date:	Tuesday, February 16, 2010

Date of Notice: February 9, 2010

Pinellas County Housing Authority is a Drug Free Work Place