



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
NEWPORT NEWS, VIRGINIA**

POSITION VACANCY ANNOUNCEMENT

PVA #08-19

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

Posted: 5/13/2019

Deadline: 5/31/2019

RELOCATION COORDINATOR

Housing

Salary: \$ 43,634 Per Year

Status: Full-Time Regular Position

GENERAL DEFINITION OF WORK:

Performs responsible, professional and technical work to provide relocation services to families needing to move due to revitalization or redevelopment activities. Work is performed under general supervision of the Director of Housing Operations.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

TYPICAL TASKS: (Examples Only)

Coordinates all relocation and related activities at properties undergoing CNI revitalization.

Works with the Project Manager, Onsite Housing Manager, staff in the Property Management and Community Services Departments, the Housing Choice Voucher staff and staff of HRCAP to ensure timely and effective execution of the relocation plan.

Prepares and serves all relocation related correspondence, handouts, notices or related information to

residents, including General Information Notice, Notice of Non-Displacement, Required Move Notices, and other move-related notices; maintain records of proof of services.

Conducts and completes all pre-move interviews to assess move preferences and special needs.

Implements procedures for record keeping, monitoring, and evaluation of relocation and benefits.

Provides, timely appropriate responses to tenant's questions, complaints and concerns regarding relocation; responses will address relocation process and re-occupancy.

Works with community residents on relocation planning and implementation; attends community-wide meetings and presents and/or interprets/translates general information on relocation in a community meeting setting, or as needed;

Works with team members to conduct one-on-one counseling sessions and assists families by explaining housing options in making a final relocation choice.

Communicates and responds to the needs and questions of residents during relocation and assists in making this process a smooth one for all residents, including working with moving companies, utility companies, apartment owners and managers, Housing Management staff, community managers and on-site community-based agencies.

Works closely with other staff to maximize resident involvement in planning the relocation and re-occupancy process.

Effectively communicates resident concerns, issues and questions to supervisor and related parties.

Creates detailed relocation budget and relocation plan framework, tenant information matrix, unit by unit phasing plan, and relocation phasing plan.

Processes, monitors and documents relocation claims and issuance of benefits.

Maintains a list of providers to help meet tenant economic and social assistance needs related to the relocation; refers tenants to the appropriate agencies for assistance in meeting special needs.

Provides assistance to relocate, assess ongoing advisory assistance to minimize hardship during the displacement period; Processes reasonable accommodation requests.

Identify survey and coordinate obtaining off-site units for temporary off-site relocation as needed; interview all potentially affected households to determine temporary relocation needs.

Prepares and maintain documents to represent NNRHA in court in any unlawful detainer action related to the relocation.

Coordinates move with relocatees, moving company, housing management and HCV staff.

Promotes relocated tenants involvement in community events.

Ensures tenants comply with the lease agreement.

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with diverse population; Thorough knowledge of relocation law; detailed understanding of HUD Relocation Handbook, State relocation law and relocation requirements of other federal programs; Knowledge of housing related issues; Demonstrated ability to address complex problems; Consistent attention to detail; Ability to manage changing deadlines and work well under pressure and prioritize multiple tasks; Ability to supervise work of temporary staff who may be brought on to assist and direct activities of relocation consultant and attorney.

EDUCATION AND EXPERIENCE:

Bachelor's degree with coursework in public administration, social work, sociology, or related field and a minimum of three (3) years of experience in redevelopment, housing management, social services or counseling.

WORKING CONDITIONS:

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires walking, sitting, speaking or hearing and repetitive motions, frequently requires using hands to finger, handle or feel and occasionally requires standing, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:

Valid driver's license in the Commonwealth of Virginia.