



Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Professional Service Coordinator Certificate Program Preferred

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

HUD regulations and their procedures.

Resident leases and addendums including rules and regulations.

All applicable state, federal and local ordinances, laws, rules and regulations.

Department organization, standard operating guidelines and policies, rules, and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

**Skill in:**

Determining needs and arranging appropriate services for older adults.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Preparing clear and concise reports, correspondence and other written materials.

**Mental and Physical Abilities:**

Ability to perform work assignments reliably, dependably and with minimal supervision and guidance.

Ability to relate well with senior citizens and disabled residents

Ability to establish and maintain effective working relationships with a variety of people.

Ability to interact positively with the public and private sector.

Ability to be tactful, courteous and poised in difficult situations.

Ability to develop and maintain good community relations.

While performing the essential functions of this job the employee is frequently required to walk; sit; stand; speak and hear; lift and/or move up to 50 pounds.

**Working Conditions:**

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin. The employee is occasionally exposed to persons who have contagious diseases/illnesses, volatile situations and imminent danger when performing the essential functions of the job.

The incumbent's working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.