

MONITOR OF LHAF MILLAGE HOUSING PROGRAM
Via a Professional Services Contract only with the KCPHC

[Posting 1-11-2016 for KCPHC LHAF (Local Housing Assistance Fund) Monitor: Closes 1-29-2016 @ 4 pm]

Start Date: ASAP. **Status:** Contractual rate commensurate with skills and experience. **20 hours weekly TBD.**
One year contract with potential renewal. Contract (s) contingent on the availability of LHAF millage funds.
All responses of interest **must be received by 4 pm, Friday January 29, 2016. See addresses below.**

Reports to: Kalamazoo County Public Housing Commission (KCPHC) on Monthly basis.

Position Summary: Responsible for monitoring, problem solving, evaluating and communicating regarding the LHAF (Local Housing Assistance Fund) millage housing program.

Qualifications:

- Bachelor's degree in social services, public administration, or related field. MA preferred
- A minimum of three years of successful work with the homeless population
- Prior experience with subsidized housing and bundled services
- Experience in contract management
- Budgetary skills and grant management experience in neighborhood of \$750,000
- Data collection and management and analysis experience (short-term, in progress, and long-term)
- Computer competency, including Microsoft Office Suite
- Experience with social media and high quality communication skills

Responsibilities

- Meets with the contracted agency (agencies) on a regular basis to ensure contract compliance between KCPHC and service provider(s) and reports to the KCPHC on progress and/or problems.
- Approves invoices for payment
- Complies with millage budget
- Provides monthly financial report
- Maintains communication with wider Kalamazoo population as directed
- Provides a six month start-up progress report and then annual reports to KCPHC
- Helps develop, implement and analyze an evaluation tool regarding the success of the LHAF millage housing program, including collection and management of data
- Works as liaison with advisory committee on behalf of the KCPHC to review RFP submissions for best possible service agency, and any other assigned functions
- Collaborates with selected service provider(s) and all other partners, as needed.
- Maintains financial reports and program records
- Provides additional services as duties require or the KCPHC requests

Working Conditions/fringes:

Office – TBD

Travel – as necessary and approved by KCPHC

Mileage – current IRS rate

This is a contract service; it is not an employment contract. There are no other benefits.

The above is intended to describe the general nature and level of work required of the contractor. It is not meant to be an exhaustive list of all responsibilities, duties, and skills required of this contract service person.

If interested in the LHAF MONITOR Services Contract, please send cover letter, resume and 3 professional references via email - barrieandmaddie@gmail.com OR via U.S. Mail to Kalamazoo County Public Housing Commission, P.O. Box 101, Nazareth, MI. 49074. Please refer to **LHAF Monitor** in subject line. **Responses of interest must be received by FRIDAY JANUARY 29, 2016 by 4 PM via email or at the PO Box.**