

**PROGRAM COORDINATOR**  
**Position Title: Homeless and Affordable Housing Coordinator**  
**Part-Time (.6 FTE)**  
**Posting #15-35**

**MASON COUNTY EMPLOYMENT OPPORTUNITY**

**Opening Date:** August 3, 2015

**Closing Date:** Open Until Filled  
(First Review August 17, 2015)

**Department:** Public Health & Human Services

**Monthly Salary:** \$2624.62 - \$2935.28

**Job Summary**

Homeless and Affordable Housing planning and community development work and to provide assistance to the Mason County Housing Coalition.

**Examples of Duties**

Duties include responsibility for Mason County Housing Management Information System (HMIS) data and reporting; developing a clear performance measurement system that can be documented, implemented and measured based on HMIS reports; complete annual Housing Inventory Chart due to the Department of Commerce. Works with the Housing Coalition and other community agencies to develop funding priorities for existing homeless revenue streams; monitor and connect funding to the Ten Year Plan to end Homelessness and will periodically update said plan; research prevention and re-housing methods and national best-practices and develop recommendations; establish relationships with Mason County landlords and research best practices for landlord engagement in low income, affordable, and supportive housing in Mason County; responsible for developing protocols, providing training and implementing the annual Point in Time Count; drafting Requests for Proposals (RFP) and managing the RFP process, including the selection process.

**Minimum Requirements**

A Bachelor's degree in Public Administration, Community Organization, Social Services, Planning or an allied field plus a minimum of five years experience working in the housing, social services, homeless systems, affordable housing preferably in a rural community. A Master's Degree is preferred with two or more years experience as described above. Applicants should demonstrate skills and experience to meet the homeless and affordable housing needs in Mason County.

**Application & Selection Process**

Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened base upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only those candidates selected for interviews will receive notice of final selection decision.** Please read the reverse side for additional information. *This selection process may be subject to change.*

Return Applications to:  
Mason County Human Resource Department  
411 North Fifth Street, Shelton, WA 98584 or [humanresources@co.mason.wa.us](mailto:humanresources@co.mason.wa.us)  
(360) 427-9670 Ext 268

This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.

**Application Instructions** – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department by 5:00 p.m. on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, [humanresources@co.mason.wa.us](mailto:humanresources@co.mason.wa.us). Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt.

**Eligibility List** – This registry may be used by Mason County for any similar openings which occur within the next six months. However applicants must submit another application to be considered for future openings which are posted and advertised.

**Applicant Qualifications** – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

**Authorization to Work** – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

**Union Affiliation** – Joining a union may be a condition of employment for some positions pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law.

**Work Environment** – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

**“At-will” Positions** – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. However the County cannot discriminate an employee in conjunction with his/her termination.

**Affirmative Action/Equal Employment Opportunity** – Mason County is an equal opportunity employer committed to fair employment practices without regard to race, color, religion, creed, sex, age, marital status, national origin, veteran services, or individuals with disabilities.

**Accommodation** – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 268.

**Health Insurance** – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

**Paid Leave** – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

**Retirement Plan** – All regular Mason County employees are enrolled in the Washington State Public Employee’s Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.