

CHATTANOOGA HOUSING AUTHORITY

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JOB OPENING

POSITION TITLE: Family Unification Program Coordinator (Part-Time)

The Chattanooga Housing Authority (CHA) seeks a committed, experienced candidate to fill its part-time Family Unification Program (FUP) Coordinator position for the Housing Choice Voucher Program (HCVP) Department. Responsibilities include working with the Chattanooga Regional Homeless Coalition (CRCH), Department of Children's Services (DCS), other designated agencies and the CHA's HCVP staff to update and follow policies and procedures necessary to comply with the Department of Housing and Urban Development's (HUD) FUP. This position services as CHA's primary liaison to the FUP partners and participants, landlord, and other stakeholders in the community to maximize the benefits of the program.

Must demonstrate excellent communication skills, promote excellent customer service, and establish and maintain effective relationships with program participants and the landlord community.

Minimum requirements: High School Diploma/GED required, Bachelor's degree preferred. Must possess a valid driver's license and be insurable under CHA's automobile insurance. Case management experience and demonstrated experience with all aspects of the HCVP preferred.

Qualified candidates should submit a cover letter, resume, and/or application by Monday, August 23, 2021 to: CHA, 801 North Holtzclaw Ave., Chattanooga, TN 37401, Attn: Human Resources, or email hr@chahousing.org.

Equal Opportunity Employer