

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

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|------------------|--------------------------------------|
| Department: | 0100 - EXECUTIVE DEPARTMENT |
| Agency: | 0A04 - Louisiana Housing Corporation |
| Position Number: | 50625664 |

| | |
|---------------------------|-------------------------|
| Allocation Action: | New Position |
| Official Allocation: | HOUSING FINANCE SPEC 3 |
| Job Code: | 170510 |
| Pay Level: | AS-615 |
| Delegated: | No |
| Career Progression Group: | Yes |
| Master Job Description: | No |
| Effective Date: | 09/28/2021 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | New Position # 50625664 |

| | |
|-------------|--------|
| Log Number: | 183250 |
| Consultant: | CDU |
| Supervisor: | JLR |



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☐ UPDATE ☐ AGENCY APPEAL ☐ MASTER ____ # requested☐ JOB CORRECTION ☐ 5.3 APPEAL ☒ CAREER
PROGRESSION GROUP☒ NEW POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04

POSITION NUMBER

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE
HOUSING FINANCE SPECIALIST 3REQUESTED PAY LEVEL
AS615REQUESTED OFFICIAL JOB CODE
170510

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER
50464677WORK PARISH
EBRPERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY☒ FT SALARY☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / MID-CITY / HOMELESSNESS SOLUTIONS

HUMAN RESOURCES TELEPHONE

(225) 485-8589

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE MANAGER

DIRECT SUPERVISOR'S POSITION NUMBER

50482086

HUMAN RESOURCES EMAIL

DACKOURY@LHC.LA.GOV

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☐ DETERMINES WORK ASSIGNMENTS ☐ RECOMMENDS HIRING/PROMOTIONS ☐ TRAINS STAFF☐ REVIEWS AND APPROVES WORK ☐ PREPARES & SIGNS PES RATING ☐ APPROVES LEAVE

0

NUMBER OF DIRECT
SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

EMPLOYEE

DATE

☐ I certify that the information in this document is true and correct to the best of my knowledge.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

DIRECT SUPERVISOR

DATE

☐ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

APPOINTING AUTHORITY (Required)

Bradley Sweazy
Interim-Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

9/28/21

☒ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

Job Purpose/Description:

A full-time position conducting street outreach for homeless families. Flexible hours, including evenings and weekends and an ability to travel within the service delivery areas are required.

Job Responsibilities:

50%

- Conducts street sweeps to identify and outreach homeless individual and families.
- Conducts outreach in non-congregant shelters, encampments, under bridges, outdoors, in shelters, soup kitchens, houses of worship, or other places where the homeless congregate.
- Collaborates with other social service agencies to assist with homeless outreach efforts.
- Documents service delivery accurately and timely in the electronic database system.
- Ensures and maintains participant's confidentiality.
- Transports participants in agency vehicle in a safe, cautious and responsible manner.
- Participates in all appropriate employee, supervision, and training meetings.
- Works as part of the housing team.
- Assumes other duties as assigned by the Manager or Director.

35%

- Serves as homelessness specialist, ensures appropriate guidelines are followed as applicable to proposed scope of work.
- Communicate verbally and in writing regarding homelessness assistance, Responds to request for assistance from the community or other state partners.
- Attend community meetings related to homeless initiatives within the designated region
- Implement and provide housing guidance, stability and self-sufficiency resource: refer client to appropriate support groups within the community
- Develop create landlord data base- referral list- including eligibility and applications
- Coordinate lease signing
- Connect clients to mainstream resources\benefits: unemployment, medical, mental health and substance abuse: Connect client to Social service programs- SNAP and child welfare benefits
- Provide resources for the use of the client and introduce them to the appropriate support groups

5%

- Attends all trainings to advance knowledge and understanding of grants as relates to homelessness
- Assist in the training of community partners for the programs
- Attend and represent the agency at community meetings, training and conferences related to homeless issues

5%

- This position is designated as essential staff in time of disaster, staff must respond to emergency situations, including flooding, hurricanes, or other emergency event declared by the state. May be required to work long and additional hours off-site, including state, federal or non-profit organized shelters. In time of disaster, work may be required away from primary office location for an extended period.

5%

- Other duties as assigned.

08/2021



