## Reasonable Accommodation/ Elderly Services Coordinator

## About the Job:

This position is broken into two aspects. The first is the Reasonable Accommodation Coordinator. This role is to process PCHA's Reasonable Accommodation for the agency's various housing programs. You will be responsible for working alongside program participants and employees of PCHA to ensure compliance of all Reasonable Accommodations.

The Elderly Services Program Coordinator will arrange activities, manage, counsel, and evaluate participants for the Housing Authority’s Elderly Services Program; provide and/or arrange training programs, conduct orientations, collect data, file reports, work directly with PCHA employees.

Skills needed: ability to be organized at all times, excellent interpersonal, verbal, and listening abilities. Able to adhere to HIPAA regulations, be able to network and work with community organizations to provide services to elderly residents. This position will require traveling throughout Pasco County, ability to compile data and process reports, adhere to appropriate guidelines as set forth in Housing Programs, accurately document confidential information.

You must have a valid Florida Drivers' License at all times, PCHA requires a level II background screening along with pre-employment drug tests. PCHA is a drug and tobacco free workplace.

Job Type: Full-time

Pay: $42,848.00 per year

Benefits: PCHA offers a competitive benefit package including: medical, dental, and vision insurance, a pension plan, life insurance, paid medical and annual leave, health reimbursement account, as well as disability. This position is in person Monday through Friday 7:30am - 4:30pm.