

Program Development Specialist, Aging - County of Bergen Department of Human Services – Division of Senior Services

Under direction, focuses efforts on increasing the connections to affordable, accessible, and integrated housing options for seniors seeking housing and individuals who are aging-in-place.

Knowledge and Abilities: (may include but not limited to)

- Position is the subject matter expert on housing in the Division of Senior Services Information & Assistance (I&A) Unit
- Oversees a housing inventory including both subsidized and unsubsidized units throughout the County and develops relationships with housing providers, municipal housing officers, landlords, and real estate professionals
- Establishes a sharable publication listing of affordable units, application process, and eligibility requirements. Starts a monthly email notification list to send announcements about waiting list openings and further housing opportunities for elderly/disabled persons
- Facilitates counseling services relating to inquiries, request for information and assistant from older adults, caregivers, people with disabilities and social workers. Services can including helping clients with housing applications, request for subsides, and other financial assistance programs such as food programs, utility assistances, home repair, property tax relief, Medicate Savings Programs, Medicaid, and additional programs
- Documents direct client contacts in database including a narrative summary, and logs service units
- Supports the I&A Senior Help Line workers to provide relevant housing information, urgent housing inquiries where eviction or homelessness might be at risk
- Offers in-service training on housing-related issues to service providers and staff of the Division of Senior Services and Division of Disability Servies.
- Creates awareness campaigns of currents programs such as property tax exemptions, the Home Improvement Program, reverse mortgages, and provide in-person assistance to fill out applications
- Provide information and technical assistance to consumer-led groups and coalitions on housing issues and innovations so they have the knowledge to advocate for affordable and accessible housing in their communities

Education Requirements:

- Bachelor's Degree in gerontology, psychology, sociology, social work, or related field.

Schedule:

Full Time / 40 hours/week; evenings maybe required.

Other:

- Minimum of at least (2) two years of relevant experience in social services work
- Experience working with the elderly and affordable housing or any equivalent combination of experience
- Knowledge of interviewing methods, regulations pertaining to housing and social services programs for elderly including Social Security, Medicare and Medicaid programs as well as local community resources.
- Proficiency in Word/Excel

Please send employment application to resume@co.bergen.nj.us – put in subject line job applying for, thank you.