

**MENDOCINO COUNTY  
HEALTH & HUMAN SERVICES  
SOCIAL SERVICES**

Branch Job Title:	<b>Program Administrator – Housing Coordination</b>
Mendocino County Job Title:	Program Administrator
Functional Assignment:	Adult and Aging Services Division

**GENERAL DESCRIPTION:**

Under the supervision of Senior Program Manager, the Program Administrator will chair and assist in coordinating the Mendocino County Homeless Continuum of Care (MCHCoC) ensuring all HUD sub-recipients are working within the scope of the MCHCoC; be an active participant in the Healthy Mendocino Community Healthy Improvement Plan (CHIP) – Housing Workgroup; maintaining an in-depth picture understanding of the state of housing in Mendocino County; liaison with County and City building and planning agents to assist in seeking affordable and sustainable housing throughout the county.

**SUMMARY for discussion purposes**

Specific activities included but not limited to:

- Ensure that submission of all annual grant applications and statistical reports to HUD are timely and complete
- Oversee the general functioning and compliance of MCHCoC with HUD requirements including annual review of policies and procedures
- Research and work to develop sustainable supports of housing for individuals experiencing homelessness
- Coordinate with the local Veterans Affairs Office to support the HUD goal of ending homelessness for Veterans, promote the development
- Promote the development of outreach and oversight of Housing First model to include Coordinated Entry county wide
- Actively work with CHIP-housing group to increase public education and awareness of housing issues and support localized solutions, participate in community forums on housing sponsored by the CHIP housing group or other community partners
- Coordinate with local partners and developers to secure sustainable funding to increase low income housing stock and increase emergency shelter services for the county