



2 MLK Blvd, East Tower | Atlanta, GA 30303-3159 | 404-656-4507 | www.dch.georgia.gov

Program and Community Supports MFP Housing Specialist

SALARY INFO:

Salary Range: \$53,310.72 – 70,000.00

Pay Grade: M

AGENCY SUMMARY:

The Georgia Department of Community Health (DCH) is one of Georgia's four health agencies serving the state's growing population of almost 10 million people. DCH serves as the lead agency for Medicaid, oversees the State Health Benefit Plan (SHBP), and includes Healthcare Facility Regulation, impacting one in four Georgians. Through effective planning, purchasing and oversight, DCH provides access to affordable, quality health care to millions of Georgians, including some of the state's most vulnerable and under-served populations. Six enterprise offices support the work of the agency's four program divisions. DCH employees are based in Atlanta, Cordele and across the state.

JOB SUMMARY:

DCH is seeking qualified candidates for **Program and Community Supports MFP Housing Specialist**. This position works with the Money Follows the Person program and will conduct critical analysis in order to develop or modify policy. This is a hybrid position that requires in-office and remote work with the approval of the supervisor. The days and frequency in the office can change at any time during employment based on the business needs of the organization.

Under general supervision of the MFP Manager, this position will function as a key point of contact who conducts critical analysis and research; develops or modifies policy and strategic plans; and implements and evaluates programs in the assigned specialty area of housing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares reports and presentations.
2. Collaborates with members, loan/grant applicants, outside vendors, and management to develop or implement housing programs in a manner that addresses division/department strategies.
3. Provides technical support and guidance for implementation of program changes as needed.
4. Promotes compliance culture of accountability across the program.
5. Interprets program standards and procedures.
6. Educates and provides guidance to stakeholders.
7. Facilitates and coordinates meetings with stakeholders to review program rules, policy changes or revisions.
8. Reviews performance and other program requirements.
9. Monitors program operation; identifies gaps in compliance; initiates remediation; and recommends and tracks corrective action plans.
10. Supports performance and reporting by creating a reporting format.
11. Determines performance metric/data; ensures timely submission of reporting to DCH; analyzes data; and utilizes evaluative techniques to identify successes and needs.
12. Performs other duties as assigned.



MINIMUM QUALIFICATIONS:

- High school diploma/GED **AND** four (4) years of job-related experience
OR
- Associate degree in a related field from an accredited college or university **AND** five (5) years of job-related experience
OR
- four (4) years of related professional experience
OR
- two (2) years of experience required at the lower level Compliance Specialist 2 (RCP061) or position equivalent.

Note 1: Some positions may require a certification or licensure.

Note 2: Some positions may require a valid driver's license.

PREFERRED QUALIFICATIONS:

- Completion of 90 quarter hours (60 sem hrs) at an accredited college or university **AND** four (4) years of experience related to all phases of developing housing for low-income individuals,
OR
 - Bachelor's degree from an accredited college or university **AND** two (2) years of experience related to all phases of developing housing for low-income individuals,
OR
 - Master's degree in a related field from an accredited college or university,
OR
 - two (2) years of experience related to all phases of developing housing for low-income individuals at the lower level or position equivalent.
-
- Additional experience in building and facilitating multi-agency collaborations.
 - Home inspection license and experience.
 - Knowledge of building codes, including International Building Code (IBC), Americans with Disabilities Act Accessibility Standards and ADA Accessibility Guidelines (ADAAG), Architectural Barriers Accessibility Guidelines (ABA), Fair Housing Act Accessibility Guidelines, ANSI A117.1 and UFAS 1987 and subsequent releases.
 - Knowledge of HUD 811 and 202 housing development programs.