

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Program Coordinator, Housing Stability
Bureau of Housing & Community
Development
An Equal Opportunity Employer

Program Coordinator, Housing Stability – Bureau of Housing & Community Development

\$49,172 annually (\$23.64 hourly, Grade C10), 40 hours per week
Hours are typically Monday through Friday from 8:00 am – 5:00 pm
Apply by 5:00 pm on June 1, 2023.

The Department of Citizen Service is seeking an ambitious individual to join our team as Housing Stability Program Coordinator for the Bureau of Housing.

As the Housing Stability Program Coordinator, you will: provide outreach, engagement, and advocacy for homeless individuals and families who are seeking housing in our programs and/or have been referred and are currently in housing programs; Work closely with our youth population (ranging from age 18-24); Assist program participants in securing and maintaining permanent and affordable housing through various housing programs; And represent the Bureau of Housing at the local landlord association meetings.

An ideal candidate will be familiar with HUD's Housing First Model and employ those practices when working with individuals, enjoy working with partner agencies throughout the county, adapt easily, be able to work independently, take initiative and be eager to learn.

Click [here](#) for the full job description

Qualifications:

1. Bachelor's degree in Sociology, Behavioral Science, Business, or related field
2. Three years' experience in human services case management or program management, consumer and financial education, or work with housing programs*
3. Valid driver's license
4. Requires criminal background check as condition of employment

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Request an application by calling our office or sending an email to: careers@carrollcountymd.gov
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 5/18/2023

(23-109)



The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kristy L. Bixler, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.