

Position Description: **DISABILITY RIGHTS COORDINATOR**

Cover page and Resume should be sent to pmcconaha@chicopeehousing.org.

Office Hours: 35 hours per week

Salary : \$70K-\$80K

General Statement: This is a highly responsible position involving compliance with disability rights laws, regulations, and requirements, and all matters related to reasonable accommodations. Individual works under the supervision of the Executive Director but is expected to exercise considerable independent judgment.

Examples of Duties:

1. Operates and oversees CHA's reasonable accommodation process and maintains all policies, procedures, and materials related to reasonable accommodation.
2. Receives, tracks, and responds to requests for reasonable accommodation.
3. Monitors and facilitates the fulfillment of reasonable accommodation requests, including modifications and transfers.
4. Maintains and updates CHA's Reasonable Accommodation Log contemporaneously.
5. Monitors staff compliance with reasonable accommodation policies and procedures.
6. Conducts outreach to tenants and tenant advocates around disability rights issues, including reasonable accommodation.
7. Produces and disseminates educational materials to tenants, applicants, and Section 8 participants about topics related to disability rights, including reasonable accommodation.
8. Ensures that all staff who interact with tenants, applicants, and Section 8 participants know how to access and effectively use communication aids, including but not limited to qualified sign language and other interpreters, assistive listening devices, Braille materials, large print documents, and accessible web-based and email communications.

9. Ensures that accurate and updated information regarding reasonable accommodation is maintained in CHA's main office and provided on CHA's website.
10. Arranges and maintains records of mandatory trainings for current and future CHA staff.
11. Receives and investigates all disability-related complaints.
12. Ensures compliance with reporting requirements including but not limited to providing updates on the reasonable accommodation and transfer policies and submits copies of the reasonable accommodation tracking system and current waiting list to the relevant parties.

Knowledge, Skills and Abilities:

1. Knowledge of Section 504, ADA, FHA, and general non-discrimination requirements.
2. Skill in communicating effectively with other staff, HUD representatives, EOHLC representatives, tenants.
3. The ability to represent the Chicopee Housing Authority in a neat, clean, professional manner is required.

Requirements:

A valid Massachusetts Driver's License is a continuing requirement.

A four year degree from an accredited institution in an area related to the duties of the position is required. Five (5) years or more of successful public housing managerial experience at a similar level is preferred.