



JOB POSTING

TO: SHA Staff, Residents, and General Public
FROM: Mal Harrison, Executive Administrative Assistant
DATE: September 4, 2024
POSITION: Section 504 Coordinator
CLASSIFICATION: Full-Time
OPENING DATE: September 4, 2024
CLOSING DATE: Posted until desired number of applications received.
START DATE: Immediately
TO APPLY: Please apply on our website (<https://selmahousing.com>).

POSITION SUMMARY: Under the supervision of the President/Chief Executive Officer (CEO), the Section 504 Coordinator performs functions specific to providing oversight for the requirements under state and federal disability discrimination laws, regulations, and guidance in order to advise the Selma Housing Authority (SHA) about proper policies, procedures and practices. The Section 504 Coordinator monitors, implements and assures compliance with state and federal laws prohibiting disability discrimination, including Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA). The Section 504 Coordinator protects qualified individuals with disabilities from discrimination on the basis of disability.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Continually review and revise the SHA policies and procedures surrounding Section 504.
2. Receive, investigate, and respond to all requests and/or complaints from program participants and applicants regarding housing for people with disabilities and fair housing issues.
3. Review all requests for reasonable accommodations and modifications.
4. Coordinate, monitor and ensure compliance with Section 504.





5. Coordinate prevention efforts to avoid Section 504 and ADA violations from occurring.
6. Provide training and support to staff regarding Section 504 and the implementation of the Section 504 policies and procedures.
7. Investigate complaints alleging violations of Section 504/ADA and/or discrimination based on disability and assist in providing resolution.
8. Coordinate eligibility determinations, evaluations, reviews and all meetings for SHA covered under Section 504 in order to meet the required Voluntary Compliance Agreement timelines.
9. Maintain Section 504 records and reports and keep the records on file so that they are available if a complaint is filed or if HUD conducts a compliance audit.
10. Act as the main contact for all Section 504 responsibilities and individuals covered under Section 504.
11. Ensure all SHA employees receive Section 504 trainings and remain compliant.
12. Ensure effective communication with applicants, residents, and members of the public regarding the availability of accessible units for eligible individuals with disabilities.
13. Ensure substantial alterations to SHA properties meet the requirements of applicable accessibility standards.
14. Make final decisions and/or recommendations regarding policy development and implementation.
15. Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to interact with stakeholders inside and outside of the organization in a professional and participatory manner which supports team efforts and quality processes.





2. Ability to perform assigned duties within broad parameters defined by general organizational requirements and accepted practices.
3. Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
4. Ability to comprehend regulatory instruction and policies provided by HUD, Fair Housing and the Americans with Disabilities Act (ADA).
5. Position has minimum fiscal responsibility.
6. Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement.
7. Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.
8. Prior formal Section 504 Coordinator training and certifications a plus.

EDUCATION AND EXPERIENCE

1. **Minimum:** Bachelor's Degree with two (2) plus years of increasingly responsible work-related experience or certification obtained that reflects the skill level needed.
2. **Preferred:** Experience with Section 504 including writing and implementing 504 plans. Familiar with Reasonable Accommodation and Modification Processes.
3. Two (2) plus years of experience and knowledge of the operation of housing programs and policies.
4. Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.
5. Must be bondable.
6. Must possess a valid driving license and be insurable.

