

# Virgin Islands Housing Authority

St. Thomas  
#402 Anna's Retreat  
P.O. Box 7668  
St. Thomas, VI 00801  
Telephone: 340-777-8442  
Fax: 340-775-0832  
Email: [exec@vihousing.org](mailto:exec@vihousing.org)



St. Croix  
#5 Estate Bethlehem  
P.O. Box 1349, Kingshill  
St. Croix, VI 00851  
Telephone: 340-778-8442  
Fax: 340-773-3054

REVISED

## POSITION VACANCY ANNOUNCEMENT FOR: **COMMUNITY SERVICES SPECIALIST**

Vacancy # 2009 - 021

- Salary: \$20,000.00 to \$26,998.40 annually; Unionized - Grade SW-8
- Department: Executive Director - St. Croix and St. Thomas
- Type of Appointment: Full-Time, Monday - Friday, 8:00 a.m. - 5:00 p.m.
- Closing Date: Open Until Filled
- Number of Position(s): Two (2) -St. Croix and One (1)-St. Thomas

### GENERAL STATEMENT OF DUTIES:

Assists in identifying tenant social service needs and provides social services to residents of public housing. Serves as the Authority's primary tenant relations officer and liaison with service providers.

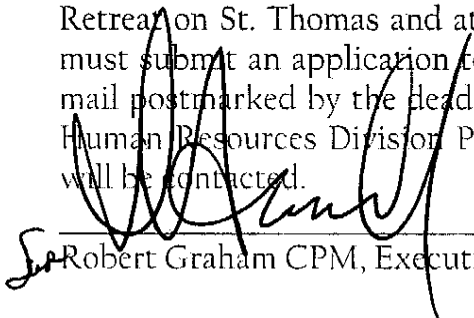
### MINIMUM QUALIFICATIONS:

Education: A minimum of an associate's degree from an accredited college or university, with a concentration in human services, social work or related field. A bachelor's degree preferred. A Public Housing Manager certification desirable.

Experience: Minimum of two (2) years experience in the delivery of social services, tenant relations or related field working with a diverse low income population. Supervisory experience desirable. An equivalent combination of education and experience may be substituted for the above.

Special Skills: Working knowledge of the social service needs of a low income population. Knowledge of housing programs and issues. Ability to relate well to tenants, tenant groups, and service providers. Good oral and written communication skills. Effective leadership skills. Excellent employment and character references; a valid Virgin Islands driver's license and a safe driving record.

Employment applications are available at VIHA's Central Offices located at #402 Anna's Retreat on St. Thomas and at #5 Estate Bethlehem on St. Croix. Interested candidates must submit an application to our Central Offices on either St. Thomas or St. Croix, or mail postmarked by the deadline date to: Virgin Islands Housing Authority; Attention: Human Resources Division, P.O. Box 7668, St. Thomas, VI 00801. Selected candidates will be contacted.

  
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Robert Graham CPM, Executive Director

2/11/10  
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Date

