



## Join Our Team

### An Exciting and Rewarding Career Opportunity

# Southern Nevada Regional Housing Authority

Announcement Number	Job Title
26-008	<b>Jobs Plus Program Coordinator-(Grant-funded)</b>
Number of Openings	Compensation (Depending on Experience, DOE)
2-Job Plus Program Coordinator ( <b>Grant Funded</b> ), Full-Time, 7 AM to 6 PM, Monday -Thursday	<b>\$60,083.92 (Step 1) - \$96,053.15 (Step 20) annually</b> <i>The typical starting range for this position is between \$60,083.92 and \$66,321.42 DOE.</i>

Opening Date	Closing Date
<b>February 23, 2026</b> <i>Applications are reviewed on a rolling basis.</i>	<b>March 16, 2026 (or until filled)</b> <i>The closing date may be earlier based on the number of applications received.</i>

To Apply and Required Documents	Conditions of Employment
<p>This position is open to both internal and external applicants. Applicants should:</p> <ul style="list-style-type: none"> <li>▪ Complete an application online - to apply, click <a href="#">here</a></li> <li>▪ Submit a cover letter and resume</li> </ul> <p style="text-align: center;"><b>Incomplete applications will not be considered.</b> <i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	<p>Upon a conditional offer of employment, the candidate <b>must</b> successfully:</p> <ul style="list-style-type: none"> <li>▪ Complete a background investigation, which may include: <i>(education, criminal history, credit, fingerprints, and DMV)</i></li> <li>▪ Pass a workplace drug test within 72 hours*</li> <li>▪ Possess a valid State of Nevada driver's license</li> <li>▪ Possess a clean driving record</li> </ul>

*\*As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.*

Employee Benefits
<p>Pay is only part of your generous compensation package when you work for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals through the Public Service Loan Forgiveness (PSLF) program.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting a Jobs Plus Program Coordinator (grant-funded) join our team. SNRHA provides affordable housing to low-and moderate-income households through its affordable housing, conventional public housing, and Housing Choice Voucher programs. Our team comprises 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online at <a href="http://www.snvrha.org">www.snvrha.org</a>.</p> <p>If relocating from out of state, more than its famous Strip, which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada, also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV), and a few hours' drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S., with residents enjoying no state or county income tax, no inheritance tax, and lower property taxes.</p>

Position Summary
<p>Under direct supervision, the <b>Job Plus Program Coordinator (grant-funded)</b> coordinates case management services. Conducts a variety of evaluations, advocacy, and support services to address residents' self-development. The duties below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or logically associated with this position. The position <b>must</b> adhere to the confidentiality standards of the Privacy Act of 1974, {USC § 552A} as amended.</p>

**Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer**

*SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.*

## Duties and Responsibilities

This announcement outlines typical job functions and does not provide an exhaustive or comprehensive list of all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- **Organize and direct a comprehensive case management plan for long-term, livable-wage employment and self-sufficiency programs for adults.**
- **Develop and coordinate case management activities associated with the Jobs Plus objectives. This will include conducting assessments, developing case plans, and monitoring and evaluating services.**
- **Maintain case files and record client data in a database, ensuring complete documentation and accurate recording of activities.**
- **Develop and manage a continuum of educational and employment-related resources. Provide supportive services to SNRHA public housing residents and make referrals to community resources and partners based on a case plan.**
- **Participate in planning and implementing special events, including service fairs and other projects.**
- **Maintain confidentiality regarding information obtained through the position. Adhere to the confidentiality standards of the Privacy Act of 1974, {USC § 552A} as amended.**
- **Perform related duties and responsibilities as required.**

*This position is eligible to participate in the collective bargaining unit (SEIU), which represents certain Southern Nevada Regional Housing Authority employees.*

## Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully. Applicants who meet minimum qualifications are not guaranteed an interview; however, they are further assessed to determine how well they meet the position's minimum qualifications and the agency's immediate needs. **To be considered, applicants must clearly document in both their application and resume that they meet all of the following minimum qualifications. Please note that verification of these qualifications will be required before the hiring process.**

### Education:

- **Bachelor's degree in social work, business administration, humanities, public management, human resources, or a related field, supplemented by two years of experience providing human services, case management, social work, or a related field.**
- **An equivalent combination of education and experience will be accepted.**

### License

- **A valid Nevada Driver's License or the ability to obtain one.**

## Screening and Selection

Applicants who meet the minimum qualifications may be considered further. Evaluation factors include, but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, and background investigation.

**SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email from ADP to participate in the online testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.**

## Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact the HR Department (702.477.3170).

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