

Philadelphia Housing Authority's Section 3 Job Bank:

Vendor Participation Requirements

The Philadelphia Housing Authority (PHA) has created a Section 3 Job Bank on its website that lists all available Section 3 positions with PHA vendors. In addition to conducting independent Section 3 job recruitment, you are required to participate in the Section 3 Job Bank as part of your Section 3 commitment. Participation in the Section 3 Job Bank requires the following:

- 1) Timely submission of job description(s);
- 2) Status updates on whether the position(s) has been filled;
- 3) Interviewing Section 3 residents referred to the vendor by PHA; and
- 4) Timely submission of post-interview survey form for referred Section 3 residents

Please complete the attached Section 3 Job Bank Job Description Form and return to section3@pha.phila.gov. Vendors using the services of sub-contractors are responsible for ensuring subcontractors participate in the Section 3 Job Bank.

PLEASE NOTE: Failure to participate in the Section 3 Job Bank may result in a notation in your Section 3 compliance record.

SECTION 3 JOB BANK JOB DESCRIPTION FORM

(Please complete all applicable fields in this form. Any attachments/web links submitted in lieu of this form must include the information requested from this form in its entirety.)

Date Posted:	Click here to enter a date.	Will Train Applicant(s):	Click here to enter text.
Position Start Date:	Click here to enter a date.	Position End Date:	Click here to enter a date.
Job Title:	Click here to enter text.		
Contract #:	Click here to enter text.	Job Category/Field:	[i.e.: plumbing, legal, marketing]
Location:	Click here to enter text.	Travel Required:	Click here to enter text.
Neighborhood(s):	Click here to enter text.	Number of Positions Available:	Click here to enter text.
Position Type:	[i.e.: full-time, part-time, seasonal, job share, contract, intern]	Fringe Benefits:	Click here to enter text.
Compensation:	[i.e.: salary, wage/hourly]	Fringe Benefits:	Click here to enter text.
External posting URL:	Click here to enter text.		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>[Type a description of the essential roles, responsibilities and activities a candidate can expect to assume in this position, using the Details style. For bullets, use the Bulleted List style.]</p> <ul style="list-style-type: none"> • [Bulleted list item] • [Bulleted list item] <p>[For a numbered list, use the Numbered List style.]</p> <ol style="list-style-type: none"> 1. [Numbered List item] 2. [Numbered List item] <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>[Type a description of the work experience and educational background that a candidate should have when applying for position. Use the Details, Bulleted List, and/or Numbered List styles as needed.]</p> <p>PREFERRED SKILLS</p> <p>[Type a description of any additional skills or experience that would be considered favorable for a candidate who is applying for this position. Use the Details, Bulleted List, and/or Numbered List styles as needed.]</p> <p>ADDITIONAL NOTES</p> <p>[Type any additional notes if needed.]</p>			
FOR PHA OFFICE USE ONLY			
Reviewed By Section 3:	Click here to enter text.	Date:	Click here to enter a date.
Reviewed By HR:	Click here to enter text.	Date:	Click here to enter a date.
Approved By OAC:	Click here to enter text.	Date:	Click here to enter a date.
Last Updated By:	Click here to enter text.	Date:	Click here to enter text.