



## SAHMA Excellence in Service Coordination Program

The Southeastern Affordable Housing Management Association (SAHMA) is proud to sponsor the SAHMA Excellence in Service Coordination Program to honor the On-Site Service Coordinator staff that is an integral part of a management company team.

Why wait to honor exceptional professionals and limit it to once a year? The Excellence in Service Coordination Program is designed to encourage On-site Service Coordinators to take the initiative to complete a comprehensive yet easy application process. No binders, copies of paperwork or photos. This is an opportunity for a Service Coordinator to accumulate points for the many things that are done on a daily basis to enhance our affordable housing communities. Service Coordinators work hard to make sure we are providing more than decent and safe housing; we sustain communities of quality while offering care and a sense of community to our residents.

Once an application has been completed it should be signed by a direct supervisor. Submit the application, along with a nominal fee of \$50 per application, to SAHMA via mail, email or fax as soon as it is completed. Applications are accepted anytime! The fee will cover processing of the application and a certificate and pin will be issued to each applicant who scores a minimum of 70 points. Applications that score 80 points or more will be automatically entered into a regional contest from which a panel of judges will select one winner. Enter all points that apply – the higher the score the better your chance of impressing the judges. A \$1000 prize will be awarded during the SAHMA Regional Conference in August of each year. The winner will be proclaimed the SAHMA On-Site Service Coordinator of the Year.

Submissions must attain a minimum score on the following basis:

Section 1: Credentials	10 Points (Minimum)
Section 2: Events, Services & Resident Programs	20 Points (Minimum)
Section 3: Support of SAHMA Programs	10 Points (Minimum)
Section 4: Continuing Education-Industry/Community Involvement	5 Points (Minimum)
Section 5: Essay	25 Points (Minimum)
Total Minimum Points	70 Points (Minimum)

Applicants must be working at an affordable housing community, owned and/or managed by a current SAHMA member.

We encourage applications from each and every property owned and/or managed by a SAHMA member.

Renewal will be required annually. This process will be quick and easy with an update form required to keep the file current and improve your total number of points, no renewal fee is required.



## SAHMA Excellence in Service Coordination Application

Form must be fully completed to be accepted

Name:

Email:

Property Name:

Mailing Address:

City/State/Zip:

Physical Address:

*(if different than mailing address)*

Property Phone:

Years as a Service Coordinator:

Years working at this Property:

Number of Units:

Type of Property:

Management Company:

Management Co. Address:

Management Co. Phone:

Direct Supervisor:

Supervisor Signature:

*I certify that the information contained in this application is true and correct  
and that I have verified the claims to be accurate.*

Management Co. Principal Officer:

Principal Officer contact email or phone:

### Payment:

- ☐ My check for \$50.00 is enclosed, check # \_\_\_\_\_
- ☐ Please charge my credit card \$50.00 (Circle 1: Visa   MasterCard   Amex   Discover)

Name as it appears on card:

Credit Card #:

Exp Date:

Card Address:

City/State/Zip

Indicate email address for receipt:

**Return application to email: [excellenceprogram@sahma.org](mailto:excellenceprogram@sahma.org)**



# Excellence in Service Coordination

FILL IN POINTS FOR ALL ITEMS THAT ARE APPLICABLE

## Section 1: Credentials

Education – 10 points each	Points
Bachelor's Degree in Social Work, Psychology, Counseling or related field	
Master's Degree in Social Work, Psychology, Counseling or related field	
Professional Service Coordinator (PSC)	

  

Courses/Training – 5 points each	Points
Please indicate additional courses/training below	
<b>SECTION 1: Credentials – TOTAL</b> (Min. 10 pts to qualify)	

## Section 2: Events, Services or Resident Programs

Use this section to tell us what you do and/or have available on the property where you work.

Elderly/Disabled or Family Properties Check off all items that are applicable – each item is worth 5 points	Points
Flu shot clinic	
Assistive/Supportive services programs	
Health services - dental	
Mobile Mammography	
Diabetes testing and monitoring	
High Blood Pressure monitoring	
Other Health & wellness services or presentations	
CPR Classes	
Food pantry	
Coupon club	
AARP information	
English as a second language	
Meals-on-wheels	
Life skills	
Adult Education/GED classes	
Tutoring	
Shopping Service	
Resident Activity Committee	
Financial management programs	

Mobile or lending library	
Newsletters/brochures	
Computer training	
Employment information and job placement assistance	
Job training	
After school programs	
Other – list below (attached additional sheet if necessary)	

<b>SECTION 2: Programs - TOTAL</b> (Min. 20 pts to qualify)	
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### Section 3: SAHMA Involvement/Continuing Education

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**Volunteering** with SAHMA is a great way to network with your colleagues and make new friends. Various committees work year round in each state of the SAHMA region.

**Worth 10 points each**

Points

Have you volunteered with SAHMA in the past year?	
I am a SAHMA State Committee volunteer	

Does your property participate in the **Communities of Quality (COQ)** National Recognition and Awards Program? **Worth 20 points**

Points

Yes, my property is recognized as a COQ	
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Does your property participate in the SAHMA/NAHMA **Drug Free Poster Contest**? If you do not already participate, contact SAHMA for more information. **Worth 20 points**

Points

Yes, my property/properties participate in the Annual Drug Free Program	
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#### SAHMA Educational Classes and Conferences – 10 points each

List all SAHMA Affordable Housing Conferences, Add-On Courses and SAHMA Continuing Education classes you have attended in the last 12 months – please specify date.

Points

<b>SECTION 3: SAHMA Involvement - TOTAL</b> (Min 10 pts to qualify)	

## Section 4: Industry/Community Involvement and Education

### Neighborhood Networks Center

Points

Does your property have a Neighborhood Networks Center? <b>10 points</b>	
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### Industry Education classes and meetings – 5 points each

List any industry education classes/meetings you have attending in the last 12 months. These are non-SAHMA supported classes and include in-house or other training/conferences, eLearning courses, etc. Please specify date.

Points


### Community involvement is a great way to get support for your property and residents.

Do you volunteer or meet with any community groups? – 5 points each

Points

Sheriff or local police	
Fire department	
Shelters: homeless/abused persons	
Food banks	
Area Agency on Aging	
Other: <i>list below</i>	

**SECTION 4: Industry/Community Involvement - TOTAL** (*Min 5 pts to qualify*)

**TOTAL POINTS FROM ALL SECTIONS**

## Section 5: Essays - 25 points

**Attach a separate sheet (50 words minimum) and explain how you contributed in a capacity above and beyond what is expected of you? How have you demonstrated your creativity, and resourcefulness in working to improve the lives of your residents? Please describe any unique or significant outcomes as a result of your service coordinator activities.**

**APPLICANT CERTIFICATION**

Applicant Signature:

Date Submitted:

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