



The Housing Authority of the City of San Buenaventura
EQUAL OPPORTUNITY EMPLOYER

RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY PROGRAM SERVICE COORDINATOR

Salary Range bi-weekly \$1,665.41 - \$2,079.87

The position is based on a 3-year term of grant funding.

DEFINITION:

The Resident Opportunities and Self Sufficiency (ROSS) Grant Program was established to coordinate support services and other activities designed to help families in Public/Conventional Housing. These services should enable participating families to increase earned income, reduce or eliminate the need for welfare assistance, make progress toward achieving economic independence and housing self-sufficiency.

JOB CHARACTERISTICS:

Under direct supervision of the Community Services Manager, this 3-year grant position carries out activities linking families to the support services designed to promote the socio-economic advancement. Develops, procures, and administers resident resources and programs, ensuring adherence to established procedures and working practices associated with the Housing Authority, while working within the parameters of the grant.

ESSENTIAL FUNCTION STATEMENTS: *The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and or skills required. Management reserves the rights to add, modify, change, or rescind the work assignments of different positions. Essential duties may include but are not limited to the following:*

1. Act as liaison between residents and the local service providers.
2. Coordinates and attends quarterly network meetings of the Program Coordinating Committee.
3. Assesses the needs of residents and provides resources in the following areas: mentoring, lifelong education, skill building, job training and employment, financial literacy, credit repair, banking/money management, homeownership readiness, earned income tax programs, wellness initiatives, personal and family safety, childcare, child/adult literacy programs, effective parenting programs, and real-life issues.
4. Promotes opportunities and programs, develops marketing materials and coordinates the dissemination of information.
5. Makes referrals to available resources in the community to meet the above needs, and ensures residents are successfully linked to these services.
6. Track outcome or referrals with families, as well as service providers.
7. Maintain client privacy, confidentiality, security, and adhere to ethical and regulatory standards.
8. Monitor the services to insure they are regular, ongoing, relevant and effective. Facilitate focus groups to assess the quality and effectiveness of programs.
9. Follows all program guidelines in accordance with grant agreements and service commitments as approved by HUD, local jurisdictions, the Housing Authority, and community partners.
10. Tracks, documents, and compiles data for reporting purposes and program compliance.
11. Collaborate with other Authority staff on cross agency projects.
12. Assist in the development of grant proposals for funding.

13. Be available during Agency business hours to meet deadlines, address client needs, coordinate with co-workers, oversee contract workers, attend face-to-face meetings, and handle day-to-day operations necessary for the position.

QUALIFICATIONS:

Knowledge of:

- Grant writing and administration
- Marketing and social media platforms
- Knowledge of basic principles and practices of community organizations, availability of community-based resources.
- Motivational interviewing techniques.
- Working knowledge of current social and economic programs and problems.
- Principles of business letter writing and basic report presentations. Proper grammar, spelling, punctuation, and composition of client and agency letters.
- Modern office procedures, business mathematics application, and statistical recordkeeping methods.
- Operation of standard office equipment.
- Basic organization, rules, and regulations, including housing program principals, policies and procedures.
- Pertinent State, Federal, and local housing laws and regulations.

Ability to:

- Must work independently with a high degree of self-motivation and initiative, and as part of a team.
- Work effectively with people from a variety of social, economic and ethnic backgrounds.
- Interact effectively and cooperatively with residents, other agencies and coworkers.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer using various Windows-based applications and related programs, including standard, as well as proprietary software.
- Bilingual with the ability to speak and write Spanish is desirable.

EDUCATIONAL/CERTIFICATION REQUIREMENTS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

- High School Diploma **and**;
- Three (3) years in housing related field.
- An Associate Degree with a major in social science or related field
- One (1) year of experience working with people of different socioeconomic levels
- Certification as a Housing Specialist or Family Self Sufficiency Coordinator is highly desirable.

PHYSICAL DEMANDS ON THE POSITION:

Essential and marginal functions (may) require maintaining physical condition necessary for sitting and standing for prolonged periods of time in indoor office environment. Must have vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Must stoop, kneel, reach, stretch, bend, pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects up to 25 – 50 lbs. with the use of proper equipment. Have excellent hand strength and the manual dexterity to operate keyboard equipment. Position may require evening or weekend participation in activities and may occasionally require working in excess of 40 hours per week or arranging a flexible 40-hour work-week.

Special Requirements:

- Must have access to an automobile or other means of transportation, when and if required to travel on Housing Authority business.
- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the Housing Authority Insurance Company.
- Must be insurable by the Housing Authority's insurance carriers.
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

MUST SUBMIT A COMPLETED APPLICATION, AND IF OFFERED THE POSITION, YOU MUST SUBMIT A DISCLOSURE FORM, AND DRIVER RECORD FORM TO BE CONSIDERED FOR POSITION

FILING DEADLINE 4 pm Monday May 7, 2018

Updated 4/11/18