

RESIDENT INITIATIVES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this position is responsible for the development, monitoring and coordination of outreach programs to service the residents of the housing authority. These services are provided through the use of community agencies and volunteers and this employee is responsible for the monitoring of all contracts and the recruitment, training and direction of staff involved in these programs. Direct service to the residents is provided by the employee. Work is performed under the general supervision of the Executive Director with latitude permitted for the exercise of independent judgment. Supervision may be exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Sets up educational and training programs for Public Housing Authority residents;
2. Writes grants and proposals for additional funding;
3. Meets with community agencies, i.e. Social Services, Literacy Volunteers, United Way, etc., to coordinate services for PHA residents;
4. Coordinates and oversees the financial aspect of all resident grants, making sure that all invoices are correct and processed in a timely manner;
5. Meets with residents to assess their training and employment needs;
6. Develops and coordinates new resident services programs offered by the Authority;
8. Meets with residents to plan for the provision of needed social services and works with community agencies to coordinate the provision of these services;
9. May represent the PHA at community meetings and serve on community organizations;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the social conditions facing the economically disadvantaged; thorough knowledge of community resources and facilities available to meet the needs of the low income residents; good knowledge of community organization; working knowledge of word processing software packages; ability to plan, direct and supervise the work of others; ability to communicate both orally and in writing; ability to establish and maintain effective relationships with a variety of individuals and groups, including tenants, community groups, HUD officials, etc; initiative; resourcefulness; leadership; tact; courtesy; physical condition commensurate with the demands of the position.

RESIDENT INITIATIVES COORDINATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Social Science, Psychology or a related field;
- OR: (B) Four years of progressively responsible work experience in a human service or social services agency or organization which included significant (50% or more) time in program planning and development;
- OR: (C) An equivalent combination of training and experience as listed in (A) and (B) above.

HU4309

ADOPTED: 01/25/94

REVISED: 08/9/17