

Sylvester Housing Authority
Job Description

\$34,051.00 - \$51,076.00

Position Title: Resident Initiatives Coordinator

Position Grade: 21

Reports To: Director of Housing Service

Exempt

Position Summary

Responsible work in developing, coordinating, and implementing educational, cultural, recreational, and social programs for the resident of the Sylvester Housing Authority, USDA Rural Development Multifamily Housing and RAD Multifamily Housing. This position is responsible for integrating the programs into the on-going system of services delivered by the community to the lower income family. This process should solicit and involve the Resident Advisory Council and the resident community at large in planning and implementing programs. The performance of duties requires independent judgment and the exercise of tact.

Essential Functions:

1. Develops goals, objectives and work plans related to resident initiatives.
2. Assists the Chief Executive Officer or his disnee with grant research and preparation.
3. Assesses resident needs and visible hardships and makes social service agency referrals as appropriate.
4. Serves as editor of the resident newsletter.
5. Conducts home visits as a method of outreach to solicit participation and extend Services.
6. Schedules and makes follow-up home visits to all residents where problems concerning adherence to Authority policies are detected, and counsels residents as required.
7. Involves community service agencies and resident leadership in the development and operation of new services needed by the residents.
8. Plans and implements resident activities in the area of self-sufficiency, education attainment, employment opportunities, abstinence education, recreational activities for adults and youth, and drug awareness and education.
9. Assists in investigating and resolving resident complaints; takes appropriate action when necessary; performs follow-up activities as needed. Attend court and court

hearings.

10. Coordinates the implementation of scheduling and publicizing neighborhood meetings and conducts resident advisory meetings.
11. Assists in the budget preparation process by preparing departmental budgets and cost estimates.
12. Compiles statistical crime dates and conducts research for the preparation of reports and grants.

Related Duties and Activities:

1. Meets with various health and human service providers to coordinate information and maintains current information regarding services available; attends interdepartmental, interagency, neighborhood, agency and public meetings as required.
2. Prepares agendas and materials for community meetings.
3. Acts as official Authority representative at resident organization meetings, and assists organization in operating their affairs. Prepares and maintains minutes and **meeting** summaries of all resident and resident advisory meetings.
4. Secure program support from non-governmental sources including financial and volunteer support. Acts as coordinator for volunteer recruitment.
5. Prepares and submits monthly and annual reports.
6. Drive van to transport residents to and from meetings, events, etc.
7. Relate duties as assigned.

Required Knowledge, Skills, & Abilities:

1. Knowledge of the general operations, purposes, policies and procedures of the Sylvester Housing Authority and local, state and federal laws governing public housing.
2. Knowledge of report preparation techniques and procedures and a demonstrated ability to prepare and evaluate professional and technical reports, grant applications, and other documents.
3. Knowledge of community agencies serving the needs of low-income families.
4. Knowledge of social trends and economic conditions and their application to overall resident initiatives programs, and knowledge of the sources and availability of information relating to social services with the ability to secure the confidence and cooperation of other public agencies.

5. Ability to communicate and effectively work with residents and staff in other departments.
6. Ability to manage planning and program implementation between agencies.
7. Ability to achieve rapport and establish effective communications with residents of lower income housing, the elderly and those with special needs.
8. Ability to present ideas and plans to agency personnel and residents.
9. Ability to communicate effectively, both orally and in writing.
10. Ability to work independently under broad guidance.
11. Ability to work in less than ideal conditions, e.g. noise, high traffic areas, etc.
12. Ability to establish and maintain effective working relationships with co-workers, consultants, residents, HUD and local state and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.

Education and Experience:

1. Graduation from High School or equivalent.
2. Experience in the area of program development and operation. This background should involve coordination with other community service agencies serving the needs of the lower income family.
3. Any equivalent combination of education and experience to meet the required knowledge, skills and abilities.

Special Requirements:

1. Possession of a valid State of Georgia motor vehicle operator's license.

I have read and understand the job description of RESIDENT INITIATIVES COORDINATOR and have received a copy of said job description.

Employee

Date

Management

Date