

Sylvester Housing Authority

Job Description

Position Title: Resident Initiatives Coordinator

Job Status: Exempt

Reports to: Director of Housing Service

Grade: 21

Position Summary

Responsible work in developing, coordinating, and implementing educational, cultural, recreational, and social programs for the residents 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 for 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 the duties requires independent judgement and the exercise of tact.

Essential Functions

1. Develop goals, objectives and work plans related to resident initiatives.
2. Assists the Chief Executive Officer or his designee 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 counsel 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 youths, and drug awareness and education.
9. Assists 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 data 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 the 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. Related duties as assigned.

Education

Must have a High School diploma or GED.

Experience

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.

Any equivalent combination of education and experience to meet the required knowledge, skills and abilities.

Knowledge and Skills

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.

Physical Requirements

1. Must be physically able to access all housing units, common areas, and grounds as required for inspection and other related purposes.
2. Must be able to lift and carry up to 25lbs on a periodic basis.
3. Must be able to sit and stand for periods of time necessary to carry out the functions of the position.

Other Requirements

1. Must possess a valid State of Georgia Driver's License.
2. Must qualify for coverage under the Housing Authority's fidelity bond policy.