



Resident Opportunity and Supportive Services (ROSS) Coordinator Peekskill Housing Authority (PHA)

POSITION OVERVIEW

This position is responsible for the coordination of services and activities under PHA's Resident Opportunity and Supportive Services (ROSS) grant as defined in the grant plan. Work assignments are received in the form of broad objectives and performance expectations with minimal direction in day-to-day operations. This position is only for the duration of the ROSS Grant (3-years).

DUTIES AND RESPONSIBILITIES

The statements contained here-in reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties and in no way imply a contractual agreement or affect the at-will relationship between parties.

- Develop a comprehensive network of education, training, health, economic development, and other supportive services for PHA residents to connect to community services.
- Monitors the needs of Tenants' Association and serve as liaison between the office and the resident and resident organizations.
- Serve as mediator investigating complaints and assisting residents in solving problems.
- Create and maintain a directory of available service resources.
- Have regular contact with clients including in-person, by phone, and in writing. Maintain a minimum case load of 50 participants (This is a requirement in the ROSS grant).
- Complete paperwork, monthly reports, and case notes accurately and on a timely basis.
- Responsible for providing counseling and coordination of participants of the ROSS Program in accordance with the requirements of applicable grants and funds.
- Conduct initial evaluation interviews and needs assessments to identify necessary supportive services. Coordinate with local community service providers and the participation in existing programs or services.
- Negotiate and coordinate agreements with local service providers and develop draft Memoranda of Agreement (MOA) for review by the Executive Director.
- Monitor participation in programs and provide periodic reporting to the Executive Director. Continually modify needs assessments to maximize participation.
- Establish appropriate recreational programming and events which promote social interaction.

- Develop and post a monthly activity calendar.
- Complete periodic grant reporting to HUD, review regulations to ensure compliance and advise Executive Director of changes to conform to regulations.
- Attends meetings and training sessions to ensure proficiency in housing and related fields.

REQUIRED KNOWLEDGE AND ABILITIES

- Broad knowledge of pertinent HUD regulations and public housing management as well as knowledge of the structure, operations, policies, and procedures of a public housing agency.
- Knowledge of Fair Housing, Equal Opportunity, and nondiscrimination laws and regulations.
- Knowledge of a wide variety of grants and other funding sources related to social services, resident services, or supportive services.
- Knowledge of requirements under specific funding sources, including planning, implementation, and reporting.
- Ability to coordinate a wide variety of services and activities, maintain effective working relationships with other providers and promote activities.
- Confidentiality. The coordinator must keep information confidential and use good judgment about when and how any information can be shared.
- Ability to present ideas and information in a clear and concise manner, both orally and in writing.
- Ability to communicate with people from a broad range of socio-economic backgrounds.

PERFORMANCE STANDARDS

Performance standards are provided to help facilitate the periodic evaluation of the degree to which the coordinator meets the requirements of the job. The authority reserves the right to add or change performance standards. Achieving the performance standards in no way guarantees a change in compensation. Examples of performance standards for this position include, but are not limited to the following:

- Ensure that program participation rates are maximized and promote programs as needed
- Assist with the preparation and submission of future grant applications in accordance with Notices of Funding Availability or other funding notices.
- Maintain annual reporting in accordance with grant requirements.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE

This position requires graduation from an accredited four-year college with a degree in social work, human services, or related field; a minimum of two years' experience managing social service, self-sufficiency, housing programs; or any equivalent combination of education, training, and experience that provides the required knowledge and abilities. Previous experience with HUD funding programs is preferred.

PHYSICAL REQUIREMENTS

This position is required to work in an office setting that may or may not be accessible to the mobility and sensory impaired. The incumbent must have the ability to utilize standard office equipment, access files and documents. The incumbent must have the ability to lift up to 20 pounds. Must be able to work while seated for extended periods of time.

SPECIAL REQUIREMENTS

Possession of a valid driver's license as some aspects of the position may require local travel to various housing developments.

Please submit all resumes either by mail to the Peekskill Housing Authority at 807 Main Street Peekskill, NY 10566 or by email to jphalen@peekskillha.com.

The Peekskill Housing Authority is an equal opportunity employer