

RESIDENT INITIATIVES COORDINATOR  
(Housing Authorities)

GENERAL STATEMENT OF DUTIES: Implements a resident's Initiative program designed to serve the needs of housing development residents; does relate work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent performs a variety of tasks involving planning, coordinating and implementing efforts designed to assist resident families. The incumbent is responsible for following regulations and guidelines issued by HUD on community services, resident services and resident participation; and applicable Authority policies and procedures. Considerable leeway is afforded to independently make decisions about the best course of action in each situation. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Contacts local and state agencies such as Child Welfare, Health Department, Salvation Army and Family Services to determine assistance provided;

Maintains current directory of community services available to residents;

Coordinates Authority Community Center activities and monitors on-site programs;

Assists residents in obtaining benefits available from social service agencies;

Develops and conducts recreational and other activities for adults and youth at the developments and monitors and supports youth organizations;

Prepares reports on all resident activities for the Central Office and assists in publication of Quarterly Report of Community Service Centers;

Brings in agencies that provide services such as medical exams, immunizations, pre-natal care, and expanded nutrition programs;

Collaborates with local community agencies to provide services for the residents;

Reviews police and night watchman's reports and coordinates efforts to resolve problems or prevent problems;

Works with a variety of schools and their dropout prevention programs to encourage students to continue their education; encourages youth to take advantage of Scholarship Program offered by Authority;

Develops and conducts efforts to involve adults and children in community activities such as drug prevention and beautification campaigns;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Coordinates training workshops for residents;

Keeps Executive Director and housing management informed on resident complaints and counseling performed;

Attends Family Self Sufficiency and community networking meetings and monitors activities of senior citizens programs;

Makes trips to the housing developments to conduct necessary business and assist residents;

Assists in relocation of residents during modernization of dwelling units;

Assists with transportation of Resident Council officers to out-of-town meetings, seminars, etc;

Represents the Authority in meetings with community agencies and prepares reports of meetings;

Develops budget and grant proposals for resident service programs;

Represents the Authority at resident and neighborhood council meetings and acts as liaison between the residents and the Executive Office and handles all public relation matters between the Authority and other social public and private entities;

Keeps housing management personnel and Executive Director informed of all matters issued at resident council meetings where Authority can assist in preventing and solving problems;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of social work and the resources available through community agencies; knowledge of HUD regulations, federal and state public housing laws; knowledge of the broad problems and objectives of public housing; ability to communicate effectively both verbally and in writing; ability to relate to others; ability to address the public and present information in a clear and concise and convincing manner; ability to establish and maintain effective and courteous working relationships with others; ability to deal effectively with situations that require tact and diplomacy, yet firmness; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) a Bachelor's Degree in the Social Sciences or related field; or (b) two years experience in social work or two years experience in public housing which must have included advising and/or counseling residents regarding housing authority programs and policies, as well as informing residents about available community programs and services; or (c) satisfactory equivalent combination of education and experience.