HOUSING AUTHORITY OF THE COUNTY OF ARMSTRONG
RESIDENT OPPORTUNITY & SELF-SUFFICIENCY
SERVICE COORDINATOR (ROSS-SC)

POSTING DATE:        CLOSING DATE:
May 7, 2020         May 21, 2020

Job Title: Resident Opportunity & Self-Sufficiency Service Coordinator
Annual Salary: $35,000 + benefits
Location: 350 South Jefferson Street
           Kittanning, PA 16201
Type Employment: Full-Time, funded by a 3-year grant
Work Hours: 37 ½ hours per week, 7 ½ hours per day
             Monday – Friday, 8:30 a.m. – 4:00 p.m.

DUTIES: See Attached Position Description
ELIGIBILITY: See Attached Position Description

HOW TO APPLY:

Submission of a completed Application for Employment and resume detailing functional work experience.

The above application material must be received or postmarked no later than 4:00 p.m. on May 21, 2020 to be accepted. Send completed application materials to:

Housing Authority of the County of Armstrong
Attn: Marty Sutton, Executive Director
350 South Jefferson Street
Kittanning, PA 16201

Applications may be obtained at www.hacarmstrong.org on the Message Board tab, by email to dgetty@hacarmstrong.org, or by calling 724.548.7671, extension 216. Please be advised that due to the COVID-19 pandemic, the Housing Authority’s Administration Office is currently closed to visitors.

The Housing Authority of the County of Armstrong is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, ancestry, disability, age, sex, sexual orientation, gender identity, pregnancy, marital status, familial status, veteran status or any other characteristics protected by applicable laws.
RESIDENT OPPORTUNITY & SELF-SUFFICIENCY
SERVICE COORDINATOR (ROSS-SC)

JOB DESCRIPTION

GENERAL DESCRIPTION:

The ROSS Service Coordinator will coordinate services and other activities designed to help public housing residents attain and maintain economic independence and self-sufficiency and assist residents in resolving tenancy issues on a referral basis. This position includes the development of contacts with service providers and agencies for resident referrals, participation in periodic resident assessments for identifying social, psychological, cognitive and physical capabilities. This position has no supervisory authority.

*This position is grant funded by the U.S. Department of Housing & Urban Development (HUD) with a three-year term limit. Continuation of the position is dependent upon renewal of grant funding.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Develop and maintain a comprehensive network of education, training, mental health, substance abuse, economic development and other supportive services. Create and maintain a directory of available service resources. Act as a liaison between program participants and providers.
- Develop, implement, and report of participant case plans. Input participant case information and track outcomes using a designated software program. Maintain a minimum case load of 50 participants.
- Develop and implement new programs and services for participants and meet objectives as specified in the ROSS-SC Grant or as requested by the Housing Authority management team.
- Identify needs, define clear and measurable goals to address those needs and connect with resources. Document participant’s progress and re-evaluate services for adequacy.
- Assist participants in completing all necessary application and enrollment forms.
- Have regular contact with participants including in person, by phone and in writing.
- Complete all paperwork, reports and case notes accurately and on a timely basis.
- Coordinate referrals to and/or provide on-site supportive services for ROSS participants including but not limited to mental health, employment workshops, financial education, substance abuse with appropriate community agencies.
- Proactively develop and promote self-reliance activities for participants including but not limited to financial counseling. Arrange for educational sessions on such topics as tenant rights and responsibilities; elderly abuse; aging-in-place and maintaining independent living.
- Seek out new program funding sources and work toward program sustainability.
- Collaborate with property managers to mediate conflicts or tenancy issues, including inspection referrals, as necessary.
- Collaborate with social workers to assist participants returning from hospital, rehabilitation, or other institutional stays.
• Evaluate needs and gaps in services and work with participants to identify solutions.
• Support residents to enhance the quality of their lives, encourage and empower them toward self-sufficiency.
• Participate on committees and attend meetings as necessary to keep current with regulations, guidelines and procedures.
• Adhere to confidentiality agreements with participants and other professionals.
• Maintain all interactions and relationships on a professional level. Possess the ability to work independently and as part of a team to ensure the program is effectively, efficiently, and successfully administered.
• Complete other related assignments as directed by the ROSS-SC Supervisor or Executive Director.

The above essential functions and responsibilities are not intended to be all-inclusive, but rather a general representation of the duties associated with this position. The Housing Authority reserves the right to change, reassign, or combine job duties at any time to respond to organizational needs or as deemed necessary.

KNOWLEDGE, SKILLS & ABILITIES (KSA) - QUALIFICATIONS:

• Bachelor’s degree in Social Services, Psychology, Gerontology, or other social science and/or a minimum of two years of relevant experience in coordinating services for low-income families, senior citizens, and/or persons with disabilities.
• Experience providing case management and assessment skills.
• Possess strong writing and oral skills, and exhibit initiative and motivation; possess the ability to work independently with minimal supervision; be reliable, professional, well-organized; and, exhibit and exercise sound judgment.
• Be proficient in use of computers and software used for data analysis, word processing and report generation, and be able to operate a variety of standard office equipment.
• Experience in recruitment, enrollment, and retention strategies for participants and service providers.
• Demonstrate ability to work with multiple service providers to organize, strategize, and coordinate service delivery.
• Experience with legal liability issues relating to providing service coordination.
• Knowledge of local, state, and federal public benefits available to eligible low-income families, senior citizens, and/or persons with disabilities.
• Knowledge of the aging process, elder services, and disability services.
• Possession of a valid Pennsylvania Driver’s License, ability to be properly insured for use of a vehicle and access to a reliable vehicle.
• Be able to travel to appointments with participants, meetings, and trainings, overnight and out of town, locally and within the state of Pennsylvania.
• Be able to pass a criminal background check and drug screening prior to hire.
PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

This position is primarily an office based, sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee may regularly be required to: work in buildings with stairs and elevators; sit; use hands to finger, handle, or feel; and talk or hear. The employee is required to stand; walk; reach with hands and arms; climb or balance; and stoop, bend, kneel, crouch, or crawl; drive; lift/carry; push/pull. The employee must be able to occasionally lift and/or move up to 25 pounds.

This position will be based at the Housing Authority’ Administration Office located at 350 South Jefferson Street, Kittanning, PA 16201. The Housing Authority enforces a smoke-free housing policy that prohibits smoking in all interior areas of its properties and within 25 feet of any building.

Employment in this position is “at will” meaning the employer or employee may discontinue employment at any time for any reason. This job description does not constitute an employment agreement or binding contract, and is subject to changes by the employer as the needs of employer and requirements of the position change.