

ASHEBORO HOUSING AUTHORITY

JOB OPENING: RESIDENT OPPORTUNITY SELF-SUFFICIENCY (ROSS) COORDINATOR

March 11, 2022

If you would like to apply, please submit an resume to Robert Lawler, Executive Director rlawler@asheboroha.org

Due by April 15, 2022

Position Description

The primary purpose of this position is to plan, coordinate, and organize a variety of programs related to resident/tenant self-sufficiency. The position assists tenants in becoming self-sufficient and economically independent, by engaging with and counseling tenants to determine the community's needs and providing useful resources and services. In addition, the incumbent is responsible for maintaining positive working relationships with local social service and provider organizations. Salary level DOQ. This position is subject to a three-year funded grant.

- Develops, implements, and organizes programs for the Resident Opportunities for Self Sufficiency (ROSS) family.
- Interviews tenants (in person, via telephone, or through home visits) regarding personal and family adjustments, finances, employment, food, clothing, and housing needs, and physical and mental impairments to determine nature and degree of problem.
- Secures and evaluates information concerning medical, psychological, and social factors to address barriers to tenants obtaining economic self-sufficiency.
- Develops case plans with tenants individually, as a family, or in other small groups, and aids tenants in mobilizing their inner capabilities and external resources to improve social functioning.
- Ensures the accuracy and consistency of data entry and case notes, regarding new and existing clients; updates information for various grants, as required by program; reports any issues or inconsistencies and offers feedback to the Executive Director as needed.
- Assists participants to determine the level of financial literacy and steps needed to move each participant to become self-sufficient; determines family's eligibility for homeownership counseling, housing resources, and future homeownership opportunities.
- Provides outreach to residents with or without children, and schedules in-home meetings designed to educate residents with children about the importance of early childhood learning and development; makes referrals as appropriate based on resident needs.
- Assists residents in modifying their attitudes and patterns of behavior by increasing their understanding of self and personal problems.
- Networks and forms relationships with other housing professionals and service providers in order to keep abreast of services and assistance available to residents; ensures that others within AHA are made aware of services and assistance options available to residents.
- Refers residents to appropriate supportive services, community agencies, and resources; supports and encourages residents' efforts in becoming self-sufficient.
- Partners with local community groups, community service organizations, and businesses to coordinate events and programs for the residents.
- Assists with networking and educational meetings/workshops and the development of resident councils when appropriate.
- Assists with coordination of onsite events for residents as appropriate, including workshops or trainings.
- Reviews service plans and performs follow-up to determine quantity and quality of service provided to residents and status of their case.
- Performs other related duties as assigned.

Education and/or Experience

Bachelor's Degree in Social Services, Public Administration, or related field and a minimum of three (3) years of experience in affordable housing programs or social services. An equivalent combination of education and experience may be considered. Must possess a valid driver's license and be insurable under the Authority's plan.

