

HOUSING AUTHORITY OF THE CITY OF GAINESVILLE

Position Description

Resident Program Director

Reports To:

Executive Director

POSITION OVERVIEW

This is highly responsible management work related to the Authority's resident programs. The work involves responsibility for planning, developing, implementing and overseeing programs designed to increase the self-sufficiency of low-income families and thereby reduce their need for subsidized programs and services. The incumbent is also responsible for planning and coordinating a variety of programs and services for Gainesville Housing Authority seniors, and youth. The work is performed under the general supervision of the Executive Director, with considerable latitude allowed for independent judgment. Supervision may be exercised over one or more subordinate employees.

DUTIES AND RESPONSIBILITIES

The statements contained here 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 as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the work load. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

1. Plans, directs, implements and monitors grant programs in accordance with guidance promulgated by the United States Department of Housing and Urban Development;
2. Provides general service management which includes intake, education and referral of residents to service providers in the general community.
3. Supervises the Family Self Sufficiency Case Manager and coordinates programs and services.
4. Monitors the ongoing provision of services from community agencies and works with families to achieve established goals.

5. Serves on special boards and committees serving GHA residents needs and represents GHA at workshops and training programs which require GHA participation and/or sponsorship.
6. Utilizes knowledge and experience to improve and expand existing GHA programs.
7. Prepares and submits funding applications as appropriate.
8. Responsible for establishing internal systems to properly track and monitor program participation and program outputs/outcomes.
9. Serves as a liaison to community agencies, networks with community providers and seeks out new services.
10. Researches “best practices” bringing quality programs to GHA in an effort to promote economic and social self-sufficiency.
11. Markets programs and services to GHA residents and public at large.
12. Prepares and submits monthly reports to the Executive Director for inclusion in the monthly Board Report.

REQUIRED KNOWLEDGE AND ABILITIES

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
2. Knowledge of case management and providing social services to a variety of groups including, elderly, at-risk youth and low-income families.
3. Knowledge of report preparation techniques and procedures and a demonstrated ability to prepare and evaluate professional and technical reports, grant applications, and other documents.
4. Knowledge of modern office equipment including copiers, personal computers, mainframe terminals, calculators, facsimile machines, etc.
6. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Housing Authority and/or HUD.
7. Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
8. Ability to orient other workers and to explain organizational policies, rules, regulations, and procedures.

9. Ability to work with area social service agencies and Housing Authority residents to design effective programs.
10. Ability to organize and develop effective programs providing and/or arranging for social services needed by program participants.
11. Ability to work independently with planning, coordinating and implementing programs and activities.
12. Ability to present ideas and information in a clear and concise manner, both orally and in writing.
13. Ability to establish and maintain effective working relationships with co-workers, consultants, residents, the general public, local social service agencies, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.
14. Ability to work in less than ideal conditions, e.g. noise, high traffic areas, etc.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE

This position requires graduation from an accredited four-year college with a Bachelor's Degree in social services, psychology, sociology, human resources, with a minimum of five years experience; or any equivalent combination of education, training, and experience that provides the required knowledge and abilities. Master's Degree preferred.

PHYSICAL REQUIREMENTS

1. Must be physically able to operate a variety of automated office machines including computers, copiers, printers, calculators, etc.
2. Must be able to work, move, or carry objects or materials such as files, computer printouts, reports, calculator, pencils, legal pads, etc.
3. Must be able to physically access a variety of unit types.

SPECIAL REQUIREMENTS

1. Possession of a valid Georgia driver's license.
2. Must be bondable.