



1MMOW ROSS SERVICE COORDINATOR

Classification Title: 1MMOW / ROSS Coordinator
Department: Self-Sufficiency
Reports To: ROSS Program Manager

Status: Independent Contractor
Grant Based/Temporary
Salary: \$10,000-\$70,000

General Scope of Work

The One Million Moms OFF Welfare (1MMOW) ROSS Resident Services Coordinator will be primarily responsible for the development and implementation of a Resident Opportunity and Self-Sufficiency (ROSS) program while implementing the 1MMOW strategy and coordinating supportive services and other resident empowerment activities designed to help Public Housing residents attain greater self-sufficiency. These services should enable participating families to increase earned income, reduce or eliminate the need for assistance, make progress toward achieving economic independence and housing self-sufficiency, or, in the case of elderly or disabled residents, help improve living conditions and enable residents to age-in-place with dignity.

The 1MMOW ROSS Service Coordinator will be responsible for the full execution of the One Million Moms OFF Welfare™ (1MMOW) Implementation Strategy within the Resident Opportunity and Self Sufficiency (ROSS) framework. To this end, Contractor will be responsible for planning, developing and implementing workforce development programs and services for residents, connecting residents with needed resources, working with existing partners and establishing new partnerships to leverage additional resources and opportunities for residents.

Responsibilities also include periodically evaluating program success, preparing program/grant reports and assessing resident needs in developing new programs and policies. This position is funded by a three-year grant from HUD which is eligible to renew every three years.

Specific Duties and Responsibilities

- Implement and execute the 1MMOW Strategy in conjunction with the ROSS SC grant
- Develop and maintain a comprehensive network of education, training, mental health, substance abuse, economic development and other supportive services for youth, families and adults. Create and maintain a directory of available service resources. Act as a liaison between participants and providers.
- Coordinate and or implement new programs and services for residents that meet objectives as specified in the ROSS Service Coordinator Grant and as requested by CAN I LIVE.
- 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 clients including in person, by phone, electronically and in writing.
- Complete paperwork, monthly 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, GED programs, education and training programs and institutions, employment workshops, financial education, credit repair, transportation, child care, health care, nutritional classes, after school and summer programs for youth, parenting courses, civic engagement workshops, community safety organizations, substance abuse with appropriate community agencies, PHA section 3 compliance officer, PHA FSS program, and other service needs of participants.

- Pro-actively develop and promote self-reliance activities for families including but not limited to Financial Management, Homeownership and Small Business Development.
- Arrange for education and training sessions on such topics as tenant rights and responsibilities, role of resident councils, leadership, etc., through our Resident Council Training Partner R.A.D.A.R.
- Coordinate services for elderly clients—such as elderly abuse; aging-in-place and maintaining independent living.
- Assists Section 3 Compliance Officer to identify, develop and implement strategies that will improve or increase the success of the program.
- Attend and assist with Resident Council and Resident Advisory Board Meetings and resident activities for the communities that you are responsible for and feel otherwise believe your appearance is necessary.
- Exercises considerable initiative, sound judgment and discretion while working with residents, program participants, local partners and educational institutions.
- Attend and participate in the PHA Board Meetings and annual planning process of the PHA partner to simplify the communication of its plans and progress.
- Attend City Council meetings, HUD hearings and local community meetings that you believe are relevant and important to your role as a IMMOW Liaison.

Typical Qualifications:

- AA degree in related field such as Social Services, Psychology, Human Services, Counseling or related area; and or two (2) years' experience in resident council leadership, resident commissioner work, case management or related community based service work; or,
- Equivalent combination of relevant education, training and experience that meets the requirement to successfully accomplish the assigned duties and responsibilities.
- Understanding of methods and techniques of effective case management and assessment skills.
- Possession of a valid Driver's License, ability to be properly insured for use of a vehicle and access to a reliable vehicle.
- Ability to interview and involve residents in the development of beneficial programs and activities.
- Ability to maintain records and write narrative reports regarding individual, group and residential work assignments.
- Ability to strategically plan, organize, develop, implement and assess programs, activities, and participants.
- Ability to execute program assignments in accordance with program objectives within time and resource constraints.
- Ability to develop and maintain effective working relationships with peers, managers, subordinates, residents, service providers and members of the general public.
- Experience in provision of assessment, interview, and referral services for families in need.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee/contractor to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee/ contractor is required to talk, hear, have eyesight and have mobility enough to operate a variety of office machines, operate a vehicle and work in buildings with stairs and elevators. The employee/ contractor frequently is required to bend/stoop, reach above shoulder level, push and pull. The employee/ contractor is occasionally required to squat, crawl, climb, kneel and carry/lift up to 24 lbs. All contractors of Can I Live are "at will" employees/contractors. This means that the employer or the employee/ contractor may discontinue employment/assignment at any time for any reason. This job description does not constitute an employment agreement or binding contract and is subject to change by the employer as the needs of the employer and requirements of the job change.