

HUNTSVILLE HOUSING AUTHORITY

JOB DESCRIPTION

Position Title: Youth Services Coordinator
Department: Housing Operations – Resident and Community Relations
Grade: 27
FLSA: Exempt

POSITION SUMMARY: Under the leadership/coaching of the Resident Services Supervisor, this position promotes the provision of social services to meet the needs of public housing youths, young adults, and their families. Responsible for developing, coordinating, and implementing programs that will foster neighborhood stability and involvement.

ESSENTIAL FUNCTIONS: *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

1. Plan and develop a comprehensive program of activities designed to stimulate interest in disadvantaged youths, young adults, and their families, with emphasis on motivational development.
2. Enlist adult volunteers and provide guidance and support in the establishment of a volunteer bureau, whose purpose will be to serve as models for adolescents, with the task of disseminating information about educational, career development, cultural, and recreational opportunities for youths.
3. Develop a youth information and referral system, which will be used for distributing materials and information relative to their concerns.
4. Prepare proposals and budgets for youth program funding.
5. Serve as an advocate for youths by interpreting their concerns to appropriate Authority staff, program providers, and the general public.
6. Develop a reporting and evaluation system, to include schedules, attendance logs, etc., for monitoring programs for effectiveness.
7. Participate in planning Authority programs and community activities to ensure youth representation and participation.

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ESSENTIAL FUNCTIONS (Continued):

8. Assist with the preparation of grant applications for projects and programs that relate to the Resident and Community Relations Department.
9. Plan, schedule, attend, and supervise field trips.
10. Design systems to make sure programs run smoothly (e.g., program rules, attendance sheets, etc.).
11. Evaluate and make recommendations on program needs and changes required to make improvements.
12. Maintain relationships and interact regularly with service delivery partners, other interested and involved organizations, community representatives, clients, and others to promptly identify and resolve problems that could undermine program effectiveness.
13. Monitor participation in center activities.
14. Work with the Resident Services Supervisor and Resident Councils in designing and scheduling special programs and activities for the youth.
15. Prepare regular and periodic activity, work status, statistical, and productivity reports.

OTHER RESPONSIBILITIES:

1. Establish and maintain collaborative relationships with other housing agencies and program sponsors to establish community outreach strategies and monitor program results.
2. Recruit parents and volunteers to assist with youth programs.
3. Develop flyers and participate in community outreach to publicize programs and recruit participants.
4. Provide job placement and job development assistance.
5. Speak at professional conferences and before public forums and committees for community outreach, program marketing and other professional purposes.
6. Perform other job-related duties as assigned.

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EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Bachelor's degree in Education, Social Work, Early Childhood Development, or a closely related field, plus a minimum of three years' experience in supportive services; or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.
2. Strong organizational and supervisory skills, with an ability to handle multiple projects.
3. An exceptional knowledge of community agencies and resources.
4. Strong verbal, written, analytical, and interpersonal skills.
5. Must have a valid driver's license, a good driving record, and must be insurable by the Housing Authority's vehicle insurance company.
6. Ability to demonstrate service excellence skills that deal proactively with residents, visitors, colleagues, and all HHA contacts.
7. Ability to exhibit total commitment to maintaining high quality service standards.
8. Knowledge of principles and practices of social service program administration.
9. Knowledge of casework methods and techniques.
10. Knowledge of the community, its resources, and dynamics applicable to the delivery of HHA programs in assigned areas of responsibility.
11. Ability to represent HHA effectively in making presentations and conducting meetings with clients and community/public organizations; communicate effectively, orally and in writing; prepare clear, concise, and comprehensive reports, studies, and other written materials.
12. Ability to establish and maintain highly effective and courteous working relationships with managers, clients, representatives of other public, private, and social service organizations, volunteers, contractors, employees, the public, and others encountered in the course of work.
13. Must be bondable with appropriate company providing the performance bond for the Housing Authority.
14. Basic arithmetic skills, including addition, subtraction, multiplication, division, proration, estimation, and percentages.

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EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):

15. A thorough knowledge of automation, computers, and telecommunications that can assist the resident population in becoming self-sufficient through advanced technology.
16. Ability to interpret the rules, regulations, and policies of the U.S. Department of Housing and Urban Development, Public Housing Assessment System (PHAS), the U.S. Department of Health and Human Services, the State of Alabama Department of Human Resources, and other funding agencies.
17. Ability to physically operate personal computers, copiers, facsimile machines, telephones, and other common office machines and equipment.
18. Proficiency in the Microsoft Office Suite, with proven ability to learn and master new software.
19. Ability to handle confidential information in a discreet and professional manner.