

GAINESVILLE HOUSING

Position Description

Resident Services Director

Reports To:

Executive Director

POSITION OVERVIEW

This is highly responsible management work is related to the Gainesville Housing'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 including 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 workload. 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. Establishes a program coordinating network comprised of local partners to meet the needs of our public housing families effectively and efficiently. Motivates groups and individuals to actively participate in offering services to GH residents.
3. Develops and implements supportive services programming in collaboration with residents, site staff and management, and local community services providers.
4. Develops and maintains a Resident Services Strategic Plan and accompanying Property Services Plan, using resident surveys, ongoing program data, and Gainesville/Hall County data to create goals, internal tracking systems, and to measure progress and program outputs/outcomes. Analyze and use resident and program data as the basis for continuous development.
5. Serves on special boards and committees serving GH residents needs and represents GH at workshops and training programs which require GH participation and/or sponsorship.
6. Manage volunteers, effectively facilitate meetings, community gatherings and special events.
7. Utilizes knowledge and experience to improve and expand existing GH programs.
8. Provide general case management which includes intake, education, and referral of residents to service providers in the general community.

9. Prepares and submits grant applications as appropriate.
10. Effectively and creatively communicate with residents to ensure residents are informed of available resources and programs.
11. Serves as an ambassador/advocate of the property, seeking volunteers and selling the brand.
12. Research “best practices” bringing quality programs to GH to promote economic and social self-sufficiency.
13. Functions effectively in an environment with diverse cultures, multiple perspective, and competing needs.
14. Works collaboratively with others in a team environment, respecting and valuing the perspectives and contributions of others.
15. Collaborate and coordinate with Property Management team to ensure residents remain stable housed and in compliance with lease terms.
16. Prepares and submits quarterly reports to the Executive Director for inclusion in the 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.
5. Knowledge of available human service resources in the area.
6. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth Gainesville Housing.
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 Gainesville Housing 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 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, bad weather, etc.
15. Ability to maintain confidentiality and to obtain appropriate release of information as necessary.

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, 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 travel throughout the neighborhood, engaging in door-knocking efforts and accessing a variety of unit types.

SPECIAL REQUIREMENTS

1. Possession of a valid Georgia driver's license.
2. Bi-lingual, Spanish-English preferred.
3. Must be bondable.
4. Knowledge of human service programs available in and around the City of Gainesville.

HOUSING AUTHORITY OF THE CITY OF GAINESVILLE

Position Description

Resident Services Coordinator

Reports To:

Resident Services Director

POSITION OVERVIEW

This is work related to Gainesville Housing's Resident Services Program. The work involves assisting the Resident Services Director with 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 including seniors and youth. The work is performed under the general supervision of the Resident Services Director, with considerable latitude allowed for independent judgment.

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 workload. 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.

In coordination with the Residents Services Director, the Coordinator will:

1. Provide general case management which includes intake, education, and referral of residents to service providers in the general community.
2. Monitor the ongoing provision of services from community agencies and works with families to achieve established goals.
3. Utilize knowledge and experience to improve and expand existing GHA programs.
4. Prepare and submit grant applications as appropriate.
5. Use internal systems to properly track and monitor program participation and program outputs/outcomes.
6. Serve as a liaison to community agencies, networks with community providers and seeks out new services and programming partners.
7. Manage volunteers, effectively facilitate meetings, community gatherings and special events.
8. Effectively and creatively communicate with residents to ensure residents are informed of available resources and programs.
9. Serve as an ambassador/advocate of the GHA, seeking volunteers and selling the brand.
10. Function effectively in an environment with diverse cultures, multiple perspective, and competing needs.

11. Work collaboratively with others in a team environment, respecting and valuing the perspectives and contributions of others.
12. Collaborate and coordinate with Property Management team to ensure residents remain stable housed and in compliance with lease terms.
13. Prepare and submit monthly reports to the Resident Services 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, and other documents.
4. Knowledge of modern office equipment including copiers, personal computers, mainframe terminals, calculators, facsimile machines, etc.
5. Knowledge of available human service resources in Gainesville/Hall County.
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 Gainesville Housing 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 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 maintain confidentiality and to obtain appropriate release of information as necessary.
15. Ability to work in less-than-ideal conditions, e.g. noise, high traffic areas, bad weather, etc.
16. Written and spoken fluency in English and Spanish required.

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 two years' experience; or any equivalent combination of education, training, and experience that provides the required knowledge and abilities.

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, program supplies, boxes of food
3. Must be able to physically travel throughout the neighborhood, engaging in door-knocking efforts and accessing a variety of unit types.

SPECIAL REQUIREMENTS

1. Possession of a valid Georgia driver's license.
2. Must be bondable.
3. Knowledge of human service programs available in and around the City of Gainesville.

Salary package includes:

Pay range, based on experience: \$17-25/hour

Health insurance, dental and eyecare insurance, 401(k), paid vacation and bank holidays.

Job Description: Lead Teacher, Shine Afterschool Program

Position Overview:

The Lead Teacher is a part-time position, primarily responsible for the day-to-day instruction and classroom management of the Shine Afterschool Program.

Monday through Friday, 2:30pm – 5:15pm, follows Gainesville City Schools school calendar. June employment is an additional opportunity.

Duties and Responsibilities:

Lead teacher, afterschool program:

- Develops unit/lesson plans for afterschool program and implements plans.
- Utilizes student data (pre-test, report cards, teacher reports) to develop tutoring lessons in areas in which students need academic interventions and to develop activities to accelerate students in areas of strengths.
- Maintains a clean and engaging afterschool classroom environment.
- Utilizes strength-based, trauma-informed classroom management system.
- Communicates with parents about the program schedule.
- Maintain records related to student attendance and student progress.

Requirements:

Desired:

- Experience working as a classroom teacher, afterschool teacher or camp counselor

Required

- Certified teacher
- Experience working in an education setting

Salary:

- To be determined, based on experience.

Job Description: RISE Summer Learning Director

Position Overview:

RISE Program Coordinator is a part-time position, primarily responsible for the day-to-day operations of the RISE Summer Program. This person is also responsible for pre- and post-planning including teacher recruitment, curriculum development, purchasing, and post-program reporting.

Duties and Responsibilities:

Pre- and post-planning:

- Assist Program Coordinator with recruitment of RISE teachers.
- In coordination with Program Coordinator, interview, hire, supervise and evaluate RISE staff.
- Pre-planning week: Using historical RISE data, grant requirements, GCSS curriculum priorities, and student data provided by GCSS, facilitate training for all teachers and teen assistants.
- Work with the Fiscal Agency of the College of Education to turn in payroll information into Brenau HR on timely basis.
- Facilitate scheduling and training of any needed volunteers and interns. Assign these individuals specific schedules and duties.
- Evaluate all teachers and teen assistants at the end of the program and complete self-evaluation form. Turn this information in to the RISE Program Coordinator at the end of each session.

RISE, 4-week program:

- Serve as full-time, day-to-day administrator for RISE Summer Program, to include:
 - Oversee staff and ensure adherence to curriculum and rules/expectations of RISE Employee Handbook.
 - Keep and maintain complete records – applications and attendance -- for RISE students. Turn attendance in to Program Coordinator each week.
 - Coordinate and oversee discipline for RISE students
 - Oversee teachers' consistent communication of rules
 - Communicate with parents, as needed
 - Assist teachers in locating substitutes, teachers, or teen assistants if needed (48 hours in advance when possible).
 - Oversee communications with RISE parents, as needed.

Timeline:

- February: Recruit RISE teachers and teen assistants
- March - April: Hire RISE teachers and teen assistants
- End of May: RISE pre-planning
- June: RISE Summer Program, 12:00pm – 5:00pm
- End of June: teacher and program assessments

Rise and Shine: Summer and Afterschool Program Coordinator

Job Description

Position Overview:

Program Coordinator is a part-time position, primarily responsible for the effective implementation of Rise Summer Program and Shine Afterschool Program while garnering and coordinating community resources year-round.

Duties and Responsibilities:

Rise and Shine

- Work with Gainesville Housing Authority's Resident Services Coordinator to recruit and hire teachers and/or staff.
- Coordinate with GHA liaison in recruitment and enrollment of students; collect documentation on the participants to include name, age, sex, gender, grade level, income level and school most recently attended.
- With GHA and Gainesville City Schools, determine longitudinal data needs for Rise Summer Program and establish collection of data for evaluation at conclusion of program.
- Assist with overall program evaluation, and the data specialists with Gainesville City Schools, to determine data needed by donors and other constituents.
- Work with the Gainesville Housing Authority to turn in payroll information on a timely basis.
- Facilitate scheduling and training of any needed volunteers and interns. Assign these individuals specific schedules and duties.
- Act as lead on creation of Rise and Shine curriculum, coordinating student needs with Gainesville City Schools.
- On an annual basis, evaluate student attendance and establish a plan to address any attendance issues.
- On an annual basis, evaluated, and if needed, update job descriptions for all staff and interns.
- Evaluate Summer Learning Director and Afterschool Director, also having them complete self-evaluation forms.
- Using teacher & administrator input and program testing data, conduct overall program evaluations and update program policies, procedures, and curriculum needs each year.
- Financials:
 - On a regular basis, coordinate with GHA to make sure budgeted funding is spent as promised to donors and foundations.
 - Oversee ordering and purchasing of materials and supplies for both programs.

Rise Summer Program

- Supervise Summer Learning Director (8-week, PT staff)
- Work with Summer Learning Director, as needed, to interview, hire, supervise and evaluate Rise staff.
- Create schedules and coordinate logistics for academic programming, enrichment activities, field trips, and bus transportation.
- In coordination with Summer Learning Director, plan teacher orientation, curriculum training for all teachers and teen assistants, to include previous Rise student data and data provided by GCSS. The history of Rise and the role of each of the partners should be part of this program.

RISE, 4-week program, June of each year, at Fair Street School:

- Plan and attend weekly staff meeting.
- Provide regular supervision to Summer Learning Director during the 4-week summer program, visiting the Fair St campus on a regular basis and providing support and resources as needed.

- Ensure program alignment with the strategic plan and grant requirements.
- Arrange and handle necessary contact/communication with parents and program partners.
- Oversee and maintain attendance records for all students, teachers, and teen assistants (collect data weekly).
- Coordinate photography of Rise program for end-of-year video, PR, and grant needs.

Year-round:

- With GHA liaison, research, and approach additional donors for Rise Summer Program.
- Act as Rise ambassador in the Gainesville/Hall County community year-round, accepting speaking opportunities and seeking out partners who can enhance the RISE program.
- With the GHA liaison, regularly update the RISE strategic plan, its goals, and objectives.
- Evaluate and address volunteer and teen assistant program: how can we improve recruitment efforts and create an empowering experience Rise for these teens.

Timeline:

- November – February: Start pre-planning for fundraising with GHA liaison
- February - May: Plan schedule for field trips, meals, curriculum, testing & transportation
- February - March: Recruit Rise teachers and assistants
- March - April: Hire Rise teachers and teen assistants
- End of May: Rise pre-planning
- June: RISE Summer Program, 12:00pm – 5:00pm
- End of June: teacher and program assessments

Shine Afterschool Program

- Oversee Shine Afterschool Program
 - Monday through Friday, 2:30pm – 5:15pm, follows Gainesville City Schools school calendar.
- Annual Timeline:
 - May: Recruit and hire staff, as needed (very part time)
 - End of July: Shine Afterschool pre-planning, schedule to be determined.
 - August - May: Following Gainesville City Schools calendar, afterschool program, 3:00pm – 5:00pm
 - End of May: teacher and program assessments