



RED CLIFF CHIPPEWA HOUSING AUTHORITY

37645 NEW HOUSING ROAD BAYFIELD, WI 54814
(715) 779-8744 (715) 779-5044 FAX

JOB DESCRIPTION

Position: ROSS Services Coordinator*

Status: non-exempt

Salary: \$24 – 28/hr. –DOQ/DOE; plus benefits**

Hours: Full-time; permanent

Schedule: 8-hr shifts – Monday-Friday (typically)

Supervisor(s): Housing Services Manager

Location: Red Cliff Chippewa Housing Authority

Supervises: None

Dept.: Housing Services

*Resident Opportunity & Self-Sufficiency

** Position is grant funded: This position is funded by a three-year grant from HUD which is eligible to renew every three years based on success, funding is secured until 2/2022.

SUMMARY

The ROSS Resident Services Coordinator will be primarily responsible for the development and implementation of a Resident Opportunity and Self-Sufficiency (ROSS) program. Coordinate supportive services and other resident empowerment activities designed to help program eligible Red Cliff Chippewa Housing Authority (RCCHA) 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.

The ROSS Coordinator is responsible for planning, developing and implementing 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. Provide direct services or coordinating services to residents including social, instructional, homeownership counseling, employment assistance, life skills classes, educational and other resources as needed. Responsibilities also include periodically evaluating program success, preparing program/grant reports and assessing resident needs in developing new programs and policies.

DUTIES AND RESPONSIBILITIES

- Treat all program participants in a culturally respectful manner being cognizant of historical trauma and the collateral effects on Red Cliff Community Members and fellow staff.
- Develop and maintain a comprehensive network of education, training, mental health, substance abuse, economic development and other supportive services for youth and adults. Create and maintain a directory of available service resources. Act as a liaison between participants and providers.
- Demonstrated ability to advocate, organize, problem-solve, and provide results for low-income families residing in HUD - NAHASDA supported housing.
- Coordinate services and programs referrals to for ROSS participants including but not limited to mental health, GED programs, employment workshops, financial education, substance abuse with appropriate community agencies that meet objectives as specified in the ROSS Service Coordinator Grant or as requested by RCCHA.
- Identify needs and measurable goals that are participant driven to address those needs and connect with resources. Document participant's progress and re-evaluate services with participants for adequacy.
- Assist participants in completing all necessary application and enrollment forms.
- Have regular contact with clients including in person, by phone and in writing.

- Complete paperwork, monthly reports and case notes accurately and on a timely basis.
- Completes individual reports and annual reports in Grantsolutions.
- Pro-actively develop and promote self-reliance activities for families including but not limited to Financial Counseling, Homeownership and GED programs. Arrange for education sessions on such topics as tenant rights and responsibilities.
- Seek out new program funding sources, write for public and private grants and work toward program sustainability.
- Knowledge of procedures and eligibility for federal and applicable state entitlement programs; legal liability issues relating to providing Service Coordination;
- Evaluate needs and gaps in services and work to identify solutions.
- Assist with monthly Elderly meeting and resident activities.
- Coordinates and publishes quarterly RCCHA Newsletter.
- Other duties as assigned.

QUALIFICATIONS AND COMPETENCIES:

- A Bachelor of Social Work or Human Services, Social Justice, Psychology or Counseling is preferable; although any other completed college degree is fully acceptable or;
- AA degree in related field such as Social Services, Psychology, Human Services, Counseling or related area; and, Two (2) years' experience in case management or related work; Two to three years' experience in social service delivery for low-income youth, adults, senior citizens and/or people with disabilities; or,
- Equivalent combination of relevant education, training and experience that meets the requirement to successfully accomplish the assigned duties and responsibilities.
- Knowledge of the Red Cliff Community and experience working with diverse individuals and families.
- Excellent organizational skills are required. Must have the ability to prioritize work and work independently on numerous concurrent tasks, meet strict deadlines and successfully cope with challenging situations and conditions.
- Must have experience, knowledge, and ability to use Microsoft Office including Word, Excel, Publisher and Outlook.
- Understanding of methods and techniques of effective case management and assessment skills.
- Strong writing skills to write grant reports, generate promotional material and public relations releases.
- Good interpersonal skills and the ability to get along with diverse populations (clients, coworkers, professional staff, administration, and the public).
- Good communication skills, written and oral.
- Sound judgment and the capacity to respond to unusual circumstances.
- Possession of a valid WI Driver's License, ability to be properly insured for use of a vehicle and access to a reliable vehicle.

PERSONAL CONTACTS

Contacts with RCCHA tenants, Housing Director, other RCCHA and/or tribal departmental staff on a daily basis. Intermittent contact with various external agencies, funding sources and community residents. Must be able to work cooperatively and maintain professional relationships with all.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is primary an office based, sedentary position. While performing the duties of this job, the employee may regularly be required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is required to stand; walk; reach with hands and arms; climb or balance; and stoop, bend, kneel, crouch, or crawl; drive; lift/carry; push/pull. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

Office located at Red Cliff Chippewa Housing Authority administrative office; the building is smoke-free. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The daily work environment will vary based on the characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The position will be required to perfume home visits to tenants and meet at various other Tribal and surrounding area offices buildings.

TRAVEL REQUIREMENTS

The ability to travel and attend meetings; overnight and out of town, both locally and nationally.

PREFERENCES

In the case of equally qualified applicants; all qualified applicants will be considered but the following preferences will be applied there forth:

- Indian Preference
- Section 3 Preference (preference to tenants/residents of Red Cliff Chippewa Housing Authority)

NOTICES

The Red Cliff Tribal Council has a Drug Free Work Place Policy and the Red Cliff Housing Authority adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting employment.

All applicants for employment are subject to a Background Investigation and other requirements of Red Cliff Tribe’s RCCL Chapter 43. An employee is under continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment.

TO APPLY

Submit the following to the identified. Items MUST be submitted in your application package to be considered for this position.

<p>SUBMIT:</p> <p>A Fully completed RCCHA Application</p> <p>Background Investigation Disclosure/Release</p> <p>Resume</p> <p>Educational Transcripts/Training Certs</p> <p>Cover Letter</p>	<p>SUBMIT TO:</p> <p>Red Cliff Chippewa Housing Authority</p> <p>37645 New Housing Road</p> <p>Bayfield, WI 54814</p> <p>FAX: 715-779-5044</p> <p>ATTN: Tanya Wachsmuth, HRM</p>
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POSTING: January 28, 2020
DEADLINE: February 12, 2020

FOR FURTHER INFORMATION: Contact Tanya Wachsmuth, Human Resources Manager at 715-779-3744, ext. 3503 or via email at twachsmuth@redcliffhousing.org