



HOUSING AUTHORITY OF THE CITY OF COLLEGE PARK

9014 RHODE ISLAND AVE • COLLEGE PARK, MARYLAND 20740
301-345-3600 PH • 301-345-4292 FAX

MICHELLE JOHNSON
EXECUTIVE DIRECTOR

ARELIS PÉREZ
CHAIRMAN

The Housing Authority of the City of College Park (HACCP) is hiring a Resident Services Coordinator through the HUD Resident Opportunities and Self-Sufficiency Grant Program. The HACCP services Disabled and Senior families in a 108-unit Highrise.

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 Public Housing residents attain greater self-sufficiency which can help improve living conditions and enable residents to age-in-place.

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 to residents including social, instructional, employment assistance, life skills classes, educational and computer workshops, food distribution, and other resources as needed.

The program's objective is to help this resident population continue to live in place, independently, without having to move to more expensive assisted care environments.

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. As a coordinator you will be an employee of the HACCP.

ESSENTIAL FUNCTIONS:

Essential Duties and Responsibilities

The following activities are considered essential functions of this position:

- Develop and maintain a comprehensive network of education, training, mental health, substance abuse, economic development and other supportive services for



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Seniors (62 older) and Disabled persons. Create and maintain a directory of available service resources. Act as a liaison between participants and providers.

- Develop and implement new programs and services for residents and meet objectives as specified in the ROSS Service Coordinator Grant or as requested by HACCP.
- 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 applications, enrollment forms and recertifications.
- Have regular contact with clients including in person, by phone, video conference 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, employment workshops, financial education, substance abuse with appropriate community agencies.
- 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; elderly abuse; aging-in-place and maintaining independent living.
- Seek out new program funding sources, write for public and private grants and work toward program sustainability.
- Evaluate needs and gaps in services and work to identify solutions.
- Assist with monthly Resident's Council meeting and resident activities.
- Assist with College Park Affordable Housing Coalition activities.

QUALIFICATIONS AND COMPETENCIES:

Qualifications

- Bachelor's degree in related field such as Social Services, Psychology, Human Services, Counseling or related area; or a minimum of three (3) years of experience



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in public housing or social services. 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.
- Strong writing skills to write grants, grant reports, generate promotional material and public relations releases.
- Possession of a valid MD Driver's License, ability to be properly insured for use of a vehicle and access to a reliable vehicle.
- Applicants with mental health experience will receive higher preference.

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.

While performing this job, the employee 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 frequently is required to bend/stoop, reach above shoulder level, push and pull. The employee is occasionally required to squat, crawl, climb, kneel and carry/lift up to 24 lbs.

ADDITIONAL SKILLS AND QUALIFICATIONS

- Must possess the passion for working with low-income residents and sincere interest and desire to assist residents.
- Must possess the ability to motivate and promote a positive atmosphere and respond to resident's needs.
- Must possess proficient computer skills in word processing, spreadsheet applications and presentation skills.
- Must be a supportive team member, contribute to and be an example of teamwork and team concept.
- Must possess the ability to make independent decisions when circumstances warrant such action.



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- Must possess the ability to deal tactfully with personnel, residents, government agencies/personnel and the general public.
- Must be cross-culturally and emotionally competent to interact with individual from different cultural background.

EXPECTED HOURS OF WORK: 37.5 hours per week. After hours as needed.

TRAVEL REQUIREMENTS: The ROSS Service Coordinator may travel to different locations on a regular basis.

EEO STATEMENT: Housing Authority of the City of College Park is an equal opportunity employer.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Every effort has been made to identify the essential function of this position. However, it in no way states or implies that these are the only duties you will be required to perform.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position.

PLEASE APPLY AT:

[Resident Opportunity Self Sufficiency \(ROSS\)
Coordinator - College Park, MD 20740 -
Indeed.com](#)



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