

# Vacancy Announcement

## May 22, 2023

Sylvester Housing Development is now accepting applications for the position of Resident **Initiative Coordinator**. Applications may be picked up and returned to the Administrative Office located at 411 N. Jefferson Street Sylvester, Georgia, between 8:00 a.m. and 4:30 p.m. beginning Wednesday, May 22, 2023, or you can visit our web site at [www.shauthority.com](http://www.shauthority.com)

Open until filled.

### Resident Initiative Coordinator

Under the direction of the Chief Operating Officer, the incumbent of this position will perform responsible work in two functional areas of the Organization:

#### 1. Resident Services

The provision of coordination and support for the planning and implementation of Resident Support Services: In this role, the incumbent functions as the liaison between the Management Team and our client's residents. The incumbent will provide information, advice, and support to ensure that residents live successfully in our affordable partner property communities: This will include developing, coordinating, and implementing educational, cultural, recreational, social, and economic programs for the residents in affordable housing properties owned, operated and/or managed by the Sylvester Housing Development Company.

#### 2. Management and Administration

The provision of administrative support for Housing Management and Operations: This staff support position performs a variety of administrative and clerical duties for the organization. Functions include but may not be limited to receptionist, secretarial and clerical assignments, accounts payable, payroll, and other general administrative functions as required to support the efficient operation of the office. This position is covered under Section 3 of the HUD act of 1968; HUD recipients and Section 3 residents are encouraged to apply.

**Starting Pay: DOE**



**IN SYLVESTER HOUSING**

**The Sylvester Housing Development is an Equal Opportunity Employer**

# Sylvester Housing Development

## Job Description

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**Position Title: Resident Initiatives Coordinator**

**Position Grade: 20**

**Reports To: Chief Operating Officer**

### **Position Summary**

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### **Essential Functions:**

1. Assesses resident needs and visible hardships and makes social service or other agency referrals as appropriate.
2. Conducts home visits as a method of outreach to solicit participation and extend Services.
6. Schedules and makes follow-up home visits to all residents where problems concerning adherence to Agency policies are detected, and counsel's residents as required.
7. Involves community service agencies and resident leadership in the development and operation of new services needed by the residents.
8. Works with various health and human service providers to coordinate information and maintains current information regarding services available; attends interdepartmental, interagency, neighborhood, and public meetings as required
9. Plans and implements resident activities to address barriers to self-sufficiency.
10. Assists in investigating and resolving resident complaints; takes appropriate action when necessary; and performs follow-up activities as needed.
10. Coordinates and conducts the scheduling and publication of neighborhood and resident advisory board meetings.
11. Perform a variety of administrative tasks as assigned by the Director of Housing Services. These duties might include but not limited to: General secretarial and clerical functions; receptionist duties, processing of payroll information, and accounts payable and other functions as required.

12. Prepares and submits administrative, resident, and other reports as a required.
13. Acts as official Authority representative at resident organization meetings and assists resident organization in operating their affairs.
14. Secures and coordinates, financial and volunteer support from public and private sources.
15. Other related duties as assigned by required by the Supervisor

**Required Knowledge, Skills, & Abilities:**

1. The incumbent must have the ability to effectively communicate, verbally and in writing.
2. Must be able to interact effectively with individuals from a broad range of diverse social-economic backgrounds.
3. Possess the ability to rely on experience and judgement to plan and accomplish goals and objectives in a timely manner with minimal supervision.
4. Must be familiar with current administrative processes and practices.
5. Must have excellent computer skills
6. must be able to manage multiple tasks efficiently and complete assignments with a high level of quality and on time.
7. Must have strong attention to detail is required.
8. Ability to effectively communicate/advocate to the Property Managers, other tenants, services providers, etc. on behalf of the resident's needs.
9. Ability to carry out challenging discussions while maintaining a non-judgmental and non-defensive communication style.
10. Ability to apply critical thinking skills in challenging situations and make sound judgments.
11. Ability to work cooperatively with the resident, other staff, resident's family, service coordinator, service providers, and other support members.
12. Work occasional evenings, weekends, and on-call hours
13. knowledge of the sources and availability of information relating to social services with the ability to secure the confidence and cooperation of other public agencies.

**Education and Experience:**

1. Graduation from High School or equivalent. An Associate Degree in Social Services or some similar field of study is desired.
2. Experience in program development and operation, with involvement in the coordination with other community service agencies serving the needs of the lower income family.
3. Any equivalent combination of education and experience to meet the required knowledge, skills, and abilities.

**Physical and Environmental Condition**

1. Ability to engage in extensive amounts of computer work.
2. Ability to drive to multiple offices and residential locations.
3. Ability to sit at a desk/in meetings that may last for several hours.

**Special Requirements:**

1. Possession of a valid State of Georgia motor vehicle operator's license.
2. Be able to be covered under the Agency's fidelity bond.