

Job Posting

Part-Time ROSS Service Coordinator & Housing Assistant (ROSSCHA)

The Clementon Housing Authority is seeking a P/T ROSSCHA to assist the ROSSC demonstrating working knowledge of community services in the region with particular knowledge of services that are provided for the population living within the Elderly facility. Some training in the aging process, elder services, and disability services. Graduation from an accredited college or university preferred, minimum 4 years' experience in an area directly related to the position. Valid driver's license required. E-mail resume to wt@clemhousing.net or Fax (856) 784-1324 no later than 12:00 noon September 14, 2021.

See website <https://clementonhousingauthority.com> for more details.

Clementon Housing Authority

POSITION DESCRIPTION

Part-Time ROSS Service Coordinator & Housing Assistant

POSITION SUMMARY

The Part-Time ROSS Service Coordinator & Housing Assistant (ROSSCHA) is responsible assisting the ROSS Service Coordinator and Housing Manager (ROSSC) and demonstrating working knowledge of community services in the region with particular knowledge of services that are provided for the population living within the facility. Some training in the aging process, elder services, and disability services. Possess the appropriate professional license (Driver License a must) where applicable.

SPECIFIC DUTIES AND RESPONSIBILITIES

GENERAL DESCRIPTION

1. Assumes responsibility for service management function within assigned facilities.
2. This function includes development of contacts with service providers and agencies for resident referrals and the ongoing service management responsibility.
3. Educates residents on available services and monitors provisions of services.
4. Works in conjunction with the manager(s) and other management staff of the facility.

GENERAL ASSIGNMENTS

5. Assists and advises residents and families of the services which may be necessary to maintain a self-reliant lifestyle
6. Promotes wellness activities for all residents
7. Educates residents, families, and staff on available community resources and training opportunities
8. Assists residents in building informal support networks among themselves and with family members
9. Acts as a liaison between community agencies, service providers, and residents
10. Works as a team member with the Housing Manager in serving project residents (follows up on resident situations the manager(s) believe may need supportive services)
11. Encourages residents to be proactive in meeting their social, psychological, and physical needs.
12. Facilitates meeting of needs when necessary, but avoids the creation of unhealthy dependence.
13. Uses the least drastic intervention necessary to alleviate a problem situation.
14. May assist residents or coordinate training for residents in understanding lease and tenancy obligations and tenant enhancement

SPECIFIC ASSIGNMENTS

15. Monitors the delivery of services to residents to ensure they are appropriate, timely, and satisfactory. May also manage such services when appropriate
16. Performs service management function for all residents needing assistance
17. Educates residents on service availability, application procedures, residents rights, etc. both individually and as a group
18. Reports all suspected abuse situations to the appropriate agency
19. Sets up volunteer support programs with service organizations in the community
20. Advocates and may negotiate on behalf of residents for adequate, timely and cost effective provision of services
21. Meets with service providers as needed and appropriate
22. Assembles a directory of community services and makes it available to residents, families, and management
23. Assists management in identifying residents who need assistance

(Note): The PT service coordinator is NOT to provide support services directly. Additionally, their role is NOT one of an activity director, however, educational programming that empowers and enhances resident independence is appropriate.

Clementon Housing Authority

POSITION DESCRIPTION

Part-Time ROSS Service Coordinator & Housing Assistant

EDUCATION AND EXPERIENCE

1. Graduation from an accredited college or university preferred
2. Minimum four (4) years' experience in an area directly related to the position.
3. Training and Experience in Case Management preferred