

## RESIDENT OPPORTUNITY & SELF-SUFFICIENCY COORDINATOR

<b>Organization:</b>	Needham Housing Authority
<b>Date Posted:</b>	TBD
<b>Date Needed:</b>	TBD
<b>Town:</b>	Needham
<b>Location:</b>	Massachusetts
<b>Country:</b>	United States
<b>Primary Category:</b>	Staff
<b>Type of Position:</b>	Full-Time
<b>Education Requirement:</b>	College Preferred
<b>Experience Requirement:</b>	1-2 years

### Description & Details

The primary purpose of this position is to plan, coordinate, and organize a variety of programs related to resident/tenant self-sufficiency. The incumbent assists tenants in becoming self-sufficient and economically independent by engaging with and counseling tenants to determine the community's needs and provide useful resources and services. In addition, the incumbent is responsible for maintaining positive working relationships with local social services and provider organizations. This position is subject to grant funding. All activities must support the Needham Housing Authority's mission, strategic goals, and objectives.

Essential Duties and Responsibilities are listed below.

- Develops, implements, and organizes programs for the Resident Opportunities for Self Sufficiency (ROSS) family and homeownership grants.
- Interview tenants (in person, via telephone, or through home visits) regarding personal and family adjustments, finances, employment, food, clothing, and housing needs, and physical and mental impairments to determine the nature and degree of the problem.
- Secures and evaluates information concerning medical, psychological, and social factors to address barriers to tenants obtaining economic self-sufficiency.
- Develops case plans with tenants individually, as a family, or in other small groups, and aids tenants in mobilizing their inner capabilities and external resources to improve social functioning.
- Ensures the accuracy and consistency of data entry and case notes regarding new and existing clients; updates information for various grants, as required by the program;

reports any issues or inconsistencies and offers feedback to the Executive Director as needed.

- Assists participants in determining the level of financial literacy and steps needed to move each participant to become self-sufficient; determines family's eligibility for homeownership counseling, housing resources, and future homeownership opportunities.
- Provides outreach to residents with or without children and schedules in-home meetings designed to educate residents with children about the importance of early childhood learning and development; makes referrals as appropriate based on resident needs.
- Assists residents in modifying their attitudes and patterns of behavior by increasing their understanding of self and personal problems.
- Networks and forms relationships with other housing professionals and service providers in order to keep abreast of services and assistance available to residents; ensures that others within CH are made aware of services and assistance options available to residents.
- Refers residents to appropriate supportive services, community agencies, and resources; supports and encourages residents' efforts in becoming self-sufficient.

#### **How to Apply / Contact**

Please forward your resume and cover letter to Cheryl Gosmon, Executive Director, Needham Housing Authority: [cgosmon@needhamhousing.org](mailto:cgosmon@needhamhousing.org).