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THE GREATER GADSDEN HOUSING AUTHORITY (GGHA)

Job Posting

Selecting Officer: Greg Price, Executive Director
Towanna Wilson, Resident Initiatives Coordinator

Resident Initiatives Assistant Position Available: The Resident Initiatives Assistant position is located in the Central Office at 422 Chestnut Street, Gadsden, Alabama. The office hours are from 7:00 am to 5:30 pm, Monday through Thursday.

Advertising Dates: Applications for this position will be received until the position is filled. Application reviews will begin July 19, 2021. **Note: Must complete the application supplied by the GGHA (Copy Attached).**

Condition of Employment: The person selected for this position will serve as an introductory employee; therefore, will not be entitled to full benefits during the introductory period. The introductory period for the employee will be a minimum of three months and a maximum of one year. However, this decision will be based on the applicant's experience and qualifications. If an applicant has demonstrated experience in the essential job functions, the applicant that is selected for the position can be hired as a regular employee and entitled to benefits as appropriate.

The position requires a working knowledge of **Word, Excel, Publisher and Outlook**. **Employee performance will be evaluated monthly and/or quarterly to determine if the job is being performed satisfactorily.**

Job Functions: The attached position description describes the essential Job Functions as well as the required knowledge, skills and abilities to perform the duties of the Resident Initiatives Assistant.

Minimum Education, Training and/or Experience Required: Associate Degree in Business Administration or equivalent combination of education and experience. Clerical work that includes using a computer and dealing with the public in person or by telephone is desirable.

The information contained in the application and job experience (as indicated in the application) will be evaluated to determine if the applicant meets the requirements for this position. This information will be evaluated and rated, and the highest rated candidates will be contacted for an interview. Individuals that do not meet the minimum requirements and/or are not one of the best qualified candidates for the position will be notified, in writing, of this determination. Individuals selected for an interview will be notified, in writing, of their selection or non-selection. **NOTE: For all applicants not selected, your application for this position will remain on file with the GGHA for up to 1 year for consideration if this position were to become vacant for any reason.** Note: All GGHA Offices are designated as non-smoking building!

Starting Salary will be \$17.91 per hour

Applications must be submitted to the Central Office or emailed to twilson@ggha.org
Faxed applications will not be accepted.

The GGHA is an Equal Opportunity Employer.

If you have any questions, please call Towanna Wilson at 256-547-2501.

Job Description

Greater Gadsden Housing Authority

Resident Initiatives Assistant

Department: Public Housing **Level:** 16 **Date:**

Reports To: Resident Initiatives Coordinator **FLSA:** NE

Summary

Assist residents in areas pertaining to their well-being and quality of life. Assist in planning and implementing social service programs for residents. Attend and prepare minutes of resident organization and club meetings, and prepare fliers and newsletter for residents. Conduct routine and special home visits to assure compliance with Authority policies.

Essential Job Functions

- A. Assist in the coordination, implementation, and maintenance of social services programs for residents of the Authority
1. Assist Resident Initiatives Coordinator with new residents to inform and advise regarding Authority policies and apartment inspections
 2. Conduct 30-day follow-up to assure compliance with policies
 3. Assess resident needs and hardships and make social service referrals
 4. Respond to complaints and disputes and assist in formulating solutions
 5. Report any violations of lease provisions and Authority policies to supervisor
 6. Assist in planning and implementing a variety of self-improvement activities for residents, such as education attainment, employment opportunities, recreational activities, drug awareness, general housekeeping, budgeting, or other areas identified for which there is a need
 7. Transport ESTEEM students for activities and residents for Resident Association activities or events, as needed
 8. Assist with housekeeping training classes, and preparing for other training
 9. Conduct applicant surveys of people who applied in the previous month
 10. Show vacant apartments to applicants
 11. Make rounds and deposits, as needed
 12. Assist in the coordination of modernization transfers with Housing Manager and Coordinator of Construction & Modernization
 13. Conduct HCV re-inspections
 14. Check units for occupancy before being filed in court, as needed
 15. Fill in for Housing Managers, as needed, and assist occupancy by taking applications, conducting interviews
 16. Schedule and make follow-up home visits in situations concerning adherence to Authority policies and provide counseling, as needed
 17. Represent Authority at Resident Organization meetings and provide assistance in organizing and operating organization
 18. Prepare notices of home inspections, in accordance with established procedures
 19. Inform housing manager of need for counseling on failed home visits
 20. Communicate with ESTEEM students and parents via letters and/or other correspondence
 21. Assist with coordination of ESTEEM activities and outings
 22. Assist with and serve as GGHA representative at community functions in which the GGHA is a participant
 23. Fill in for the Resident Initiatives Coordinator, as needed
 24. Assist with social media and website posting, commenting, and monitoring and report any matters of concern to appropriate department head
 25. Assist with content capturing for website and social media platforms
 26. Serve as point-of-contact for annual scholarship and WHMTM contest, and communicate activities to Section 8 Coordinator
 27. Assist with fundraising for the ESTEEM Honor Roll Program and Resident Associations
- B. Provide support services for Resident Organizations
1. Record and type minutes from resident association club meetings, ProCare Luncheons/Resident President meetings, annual and Five Year Plans meetings and other meetings, as needed
 2. Produce and disseminate quarterly resident newsletter by gathering information and compiling it into the newsletter format
 3. Prepare fliers for all resident meetings, agendas, etc. and distribute in accordance with established procedures

Knowledge, Skills, and Abilities

1. Knowledge of community and social services available locally and through local, state, and federal agencies, organizations and funding sources
2. Knowledge of business English, spelling, and arithmetic sufficient to write reports, letters, reports, newsletters, etc.
3. Knowledge of organizational and HUD policies, procedures, rules, and lease provisions pertaining to resident conduct
4. Knowledge of modern office equipment including copiers, computers, calculators, fax machines, etc.
5. Ability to read, understand, and take appropriate action on policies, regulations, and procedures established by the Authority or HUD
6. Ability to present ideas in a clear and concise manner, both orally and in writing
7. Ability to communicate effectively, both orally and in writing
8. Ability to establish and maintain effective working relationships with social service agencies, residents, other employees, and the general public
9. Ability to use standard office equipment, including a computer
10. Ability to use sound judgment to make decisions within the scope of responsibility

Minimum Qualifications

Associate degree in social sciences or an equivalent combination of education and experience. Experience in social work or work that involved dealing with people is desirable. Public housing experience preferred.

Other: Valid Driving License
Ability to be insured under the Authority's automobile policy
Ability to be covered under the Authority's fidelity bond

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. All job duties must be performed in accordance with the provisions of the employee handbook.