



TEMPORARY RESIDENT OPPORTUNITIES AND SELF-SUFFICIENCY (ROSS) GRANT PROGRAM SERVICE COUNSELOR

The Ocala Housing Authority is seeking a qualified person to join its team as a **Temporary Resident Opportunities and Self-Sufficiency (ROSS) Grant Program Service Counselor (SC)**. The position will be responsible for matching public housing families with services and activities to achieve economic and housing self-sufficiency; help families to increase earned income, reduce or eliminate the need for welfare; and help elderly or persons with disabilities to improve their living conditions, maintain independent living, age in place, and avoid placement in a full-care facility. The Coordinator will also be responsible for evaluating families' income in accordance with federal regulations for families' Initial Certification, and processing Interim Adjustments, Annual Exams, executing legal documents and data entry.

MINIMUM QUALIFICATIONS: Graduation from an accredited four-year college or university with major courses in human services, social services, psychology or business; and two years of experience in grant activities in a municipal or nonprofit housing program, or related area. A minimum of three years of direct experience in counseling/training participants of subsidized housing programs with special emphasis on administration of social service programs serving low-income families or senior citizens. Additional work experience in related field may substitute for college degree.

Candidate must be experienced and proficient with WORD, and EXCEL, and can navigate on the internet efficiently. A VALID FLORIDA DRIVER'S LICENSE IS REQUIRED.

If you meet these qualifications, please mail fax or email: **cover letter, resume', application, and three (3) verifiable work references**, to the attention of: Ms. Glenda Roberts, HR Director, Ocala Housing Authority Administrative Office, 1629 NW 4th St, Ocala, FL 34475. You may also fax or email to 352-369-2648 or GRoberts@OcalaHousing.org. Applications and job description are available on the OHA's website at www.OcalaHousing.org. **Salary will commensurate with education, training, and experience. The OHA offers excellent benefits.** Successful candidate must pass a criminal background check. Position is open until filled.

"This opportunity is covered under Section 3 of the HUD Act of 1968"
Drug-Free Workplace

COME GROW WITH US!!





JOB DESCRIPTION

Temp. Resident Opportunities and Self-Sufficiency (ROSS) Grant Program - Service Counselor

FLSA Status:

Non-Exempt

Employment Status

Full-Time

Nature of Work

The position will be responsible for matching public housing families with services and activities to achieve economic and housing self-sufficiency; help families to increase earned income, reduce or eliminate the need for welfare, and help elderly or persons with disabilities to improve their living conditions, maintain independent living, age in place, and avoid placement in a full-care facility. Evaluating families' income in accordance with federal regulations for families' Initial Certification, Interim Adjustments, and Annual Exams, executing legal documents and data entry.

Classification Standards

The single position to this class reports to the Resident Services Manager and the Deputy Director in the manager's absence.

Essential Job Functions

- Data entry
- Provide service coordination
- Monitor provision of services
- Client assessments and evaluates progress
- Coordinates education workshops and special events for ROSS clients
- Maintains relationships with various community agency personnel, particularly the Program Coordinating Committee, for the coordination and information sharing, as well as to referring ROSS clients to services.

- Seeks resources for ROSS Program, i.e. goods, services, etc.
- Prepares reports and other documents for the ROSS Program
- Maintains current information regarding services relevant to ROSS clients
- Evaluate overall success of program
- Performs other related duties as assigned

Knowledge

- Knowledge and application of Federal Regulations as it applies to job functions
- Knowledge and application of the Florida Landlord and Tenant Act as it applies to job functions

Minimum Qualifications

Graduation from an accredited four-year college or university with major courses in human services, social services, psychology or business; and two years of experience in grant activities in a municipal or nonprofit housing program, or related area. A minimum of three years of direct experience in counseling/training participants of subsidized housing programs with special emphasis on administration of social service programs serving low-income families or senior citizens. Additional work experience in related field may substitute for college degree.

Licenses/Certificates

Valid Florida Driver's License required

Certified Public Housing Occupancy Specialist will be required within two (2) years of employment

Knowledge of Federal Regulations and general state law as it pertains to Public Housing will be required after employment

Computer Equipment and Software Requirements:

Experienced and proficient with personal computers, emails, word processing, WORD, EXCEL, Outlook, and HUD related software.

Other Requirements

Will be required to attend meetings outside of business hours

Will be required to make oral presentations to Board of Directors, Government Officials, HUD, community organizations, and general public.

Selection Factors

Case management experience in subsidized or related housing

Proficiency with computers and Microsoft software programs

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- Ability to mathematically calculate families' income
- Ability to effectively communicate, both orally and in writing
- Ability to maintain security and confidentiality
- Ability to establish and maintain working relationships with, participants and general public as it pertains to families' participation in the ROSS Program
- Good organizational skills
- Ability to adequately perform multiple tasks simultaneously

Staff is responsible for reporting any perceived and/or real conflict of interest to their immediate supervisor in writing by completing the OHA Conflict of Interest Disclosure Form. Upon completion and submittal, the immediate supervisor will then report to Executive Management Staff. The Chief Executive Officer will determine if the employee will be allowed to continue processing the client's file, or if it will be assigned to another employee.

Employee Signature: _____ **/Date** _____

Supervisor Signature: _____ **/Date** _____

Deputy Director Signature: _____ **/Date** _____

Human Resources Director: _____ **/Date** _____

Approved by:

_____ **/Date** _____

Chief Executive Officer Signature

This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

