

ROSS Grant Coordinator

The Housing Authority of Kansas City, Missouri is seeking qualified candidates for the position of ROSS Grant Coordinator. The ROSS Grant Coordinator will identify service providers that have a willingness to provide social services to public housing residents. This ROSS Grant Coordinator will also provide case management services by assisting residents to seek employment opportunities.

Essential Duties and Responsibilities:

- Develop work plan that integrates service mix and assessed needs of families;
- Market the various programs to the families in the assigned development;
- Conduct needs assessments and/or focus groups of public housing families;
- Build on the existing program coordinating committee in conjunction with the Public Housing Family Self-Sufficiency Program;
- Link public housing families to community-based services;
- Explore community based-service providers who have the capacity to engage the public housing population;
- Provide technical assistance to strengthen those community organizations to foster additional resources;
- Develop evaluation tool to be used by all community partners to monitor performance outcomes;
- Provide case management to families and assist them in developing an Integrated Care Plan for those that seek employment.
- Makes appropriate referrals to partner agencies;
- Facilitates quarterly meetings with the providers;
- Maintains resident and program records in accordance with applicable standards and regulations, grant requirements;
- Produces a monthly report on monthly activities;
- Facilitates or identifies a provider who can facilitate Financial Literacy Classes, Life Skills Classes and other education classes of interest to the residents.

Minimum Qualifications and Requirements:

The ROSS Grant Coordinator will have at least four years of experience working with low income populations and possess above average communication skills. This position requires a Bachelor's Degree in a Human Services field, knowledge and training on Strengths Based Case management, program development and coordination of a comprehensive service mix and a familiarity with the local human services industry.

Interested applicant should submit resume or application to:

Administrative Services
Housing Authority of Kansas City, MO
Attn: Taai Gumbel
3822 Summit

Kansas City, MO 64111
E-mail: tgumbel@hkc.org or FAX: 816-968-4225

POSITION IS OPEN UNTIL FILLED
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