

POSITION DESCRIPTION SOCIAL SERVICES COORDINATOR

I. INTRODUCTION.

The incumbent in this position serves as Social Services Coordinator for the Temple Housing Authority (THA). The mission of this organization is to provide decent, safe and sanitary housing to persons of low income. This employee has the primary responsibility for conducting activities that relate to the task of meeting THA's mission by performing certain social service functions. Social Services tasks are accomplished in accordance with federal, state and local regulations, and in accordance with THA policies and procedures.

II. DUTIES AND RESPONSIBILITIES.

A. SOCIAL SERVICES

1. Identify all Housing Authority residents (mothers, fathers, and teenage children) who need jobs. Establish what their skills are and/or their skill needs. Coordinate training activities with Texas Workforce Commission (TWC) and employers to assist these persons in becoming employed. Monitor training and employment to assist in overcoming problems that interfere with success.
2. Intervene in resident problems identified by the Executive Director, Housing Director or Director of Services to assist in resolution such as:
 - a. Quarreling between families (especially when children are involved).
 - b. Child or spouse abuse.
 - c. Poor housekeeping.
 - d. Resident unable to care for self and live independently.
 - e. Children involved in gang or illegal activities.
 - f. Illiteracy.
 - g. Handicap assistance needs.
3. Coordinate and chaperone outside activities for children to provide positive experiences and role models. Examples are sports activities, children's theater, crafts, picnics, and tours.
4. Coordinate and carry out activities for the elderly and handicapped to enhance their quality of life and prevent premature placement in more restrictive living environments. Coordinate with other agencies to carry out these activities.

B. PARTNERSHIPS.

Coordinate with local agencies to bring programs and services to THA residents. Examples are Literacy Council, MHMR, Temple Public Schools, Teen Activities, Ralph Wilson Youth Club, Hospitals, Police Organized Crime Unit, TWC, churches, Boy and Girl Scouts, Cultural Activities Center, City Recreation Department, HELP Center, Department of Human Services, etc.

Establish a pool of volunteers to assist with youth, elderly and family needs and activities.

C. ADMINISTRATIVE.

Maintain accurate up-to-date records of assigned grant supported resident activities. Program activity must be recorded on a timely basis. Employee is responsible for organizing and planning each day's work schedule.

D. Other duties as required.

III. CHARACTERISTICS.

Employee must project a pleasant demeanor with supervisor, co-workers, applicants, residents and the general public. Employee must possess excellent verbal and written communication skills along with analytical ability, mature judgment, and project coordination experience. Employee must also possess organizational skills and demonstrate ability to work as part of a team.

IV. EDUCATION/SKILLS

- A. Employee must have a 2-year degree from an accredited college, related to the function of this position, or two years relevant experience.
- B. Employee must be able to use a computer, typewriter, 10-key adding machine, copy machine, and telecommunications device for the deaf (TDD) and other pertinent office equipment.

IV. PHYSICAL REQUIREMENTS.

Employee must be able to stand for prolonged periods, climb stairs, sit for extended periods to use the computer and complete assigned tasks, walk as required during physical unit inspections and other work related activities and lift up to 20 pounds.

V. OTHER REQUIREMENTS.

- A. Employee must possess valid Class C driver's license and have a driving record that will meet requirements of THA auto insurance company.

Employee must protect insurability by driving in such a manner both on and off the job so as not to be found guilty of DWI or have been issued a number of traffic violations which result in cancellation of the employee's coverage or an increase in rates. Upon such notice the THA Executive Director may terminate the employee for misconduct related to the job.

- B. Employee must not be involved in the unlawful manufacture, distribution, possession, dispensation, or use of a controlled substance. The THA Executive Director may terminate the employee for these practices.

VI. SUPERVISION RECEIVED.

Employee is under the direct supervision of the Director of Services.

CERTIFICATION: I have read and understand the above position description, and I agree to fulfill all requirements.

Employee Signature

Date