



## **HOUSING AUTHORITY OF BREVARD COUNTY**

1401 Guava Avenue, Melbourne, FL 32935

Phone (321) 775-1575 \* Fax (321) 775-1551

<http://www.habc.us>

### **COMMISSIONERS**

Jon Turla, Chair

Martin Hindsley

Brian Nemeroff

Phyllis M. Principe

### **CHIEF EXECUTIVE OFFICER**

Michael L. Bean

## **HOUSING AUTHORITY OF BREVARD COUNTY ROSS PROGRAM SERVICE COORDINATOR**

**Function:** Within the Housing Authority of Brevard County's Resident Services Program, the ROSS Program Service Coordinator is responsible for developing and implementing the Housing Authority of Brevard County's ROSS Grant Program in keeping with the Grant's Planning, Implementation and Outcome Measures. In addition, the ROSS Service Coordinator is responsible to collect data, record all applicable data elements, and provide reports that will directly support independent evaluations to determine the effectiveness of the ROSS Program at the Housing Authority of Brevard County.

The ROSS Program Service Coordinator is responsible to coordinate services and programs for Housing Authority residents as assigned among Federal Public Housing Residents, focusing on:

- 1) Recruiting, enrolling and retaining program participants;
- 2) Establishing comprehensive and strong alliances with community service providers;
- 3) Building an array of programs and services, and a broad network of referral options;
- 4) Effectively marketing the ROSS Grant programs and services;
- 5) Establishing and conducting (1) Initial Assessments, to determine needs to be used as a basis to develop programs and services; (2) Developing and updating Service Plans; (3) Providing Case Management Services; (4) Facilitating On-site programs and services; (5) Making and Tracking Referrals; and (6) Maintaining comprehensive records of all programs, services and referrals provided, including attendance and follow-through and Outcome-based records.
- 6) Maintaining all documentation, filing and reporting, including HUD Reports, associated with the ROSS Grant Program.

**Supervision:** The ROSS Program Service Coordinator works within the Housing Authority of Brevard County's Resident Services Program under the supervision of the Director of Special Programs. The incumbent keeps the Director of Special Programs regularly informed of work-in-progress and programs planned and underway.

### **Essential Duties:**

- (a) Ensure that program participants are linked to supportive services needed to achieve self-sufficiency. The SC will act as a liaison between the residents/PHA and local service providers.



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- (b) Market the program to residents, including residents that are single parent heads-of-household and at-risk youth and/or transition age youth, and/or residents who are elderly and disabled.
- (c) Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources
- (d) Provide general case management which includes intake, assessment, education, and referral of residents to service providers in the local community.
- (e) Coordinate and oversee the delivery of services, ensuring services are provided on a regular, ongoing, and satisfactory basis.
- (f) Coordinate and sponsor educational events, which may include topics relating to health care, job search seminars, life skills training, and digital literacy.
- (g) Promote self-sufficiency efforts and/or encourage residents to build informal support networks with other residents, family, and friends.
- (h) Encourage the formation of Civic Engagement and/or Self-Help Groups with residents and faith-based and/or other community-based groups if a particular need is evident. The purpose is to foster a sense of community and encourage residents' efforts to support and assist each other in their efforts to move toward self-sufficiency or age-in-place.
- (i) Monitor and track the ongoing provision of services including supportive services provided through other agencies. Keep the case management and provider agencies up-to-date regarding the operation of the ROSS Program.
- (j) Maintain all documentation, filing and reporting, including HUD Reports, associated with the ROSS Grant Program.

### **Qualifications and Skills:**

1. A master's degree in Social Services, Psychology, Human Services, Counseling or related area is preferred; graduation from an accredited college or university is required and,
2. Equivalent combination of relevant education, training and experience that meets the requirement to successfully accomplish the assigned duties and responsibilities.
3. Knowledge of procedures and eligibility for federal and applicable state entitlement programs; legal liability issues relating to providing Service Coordination;
4. For applicants proposing to serve elderly residents, the ROSS-SC should possess knowledge of the aging process, elder services, disability services, drug and alcohol use and abuse by the elderly, and mental health issues;
5. Minimum two years' experience in social service delivery for low-income youth, adults, senior citizens and/or people with disabilities;
6. Demonstrated working knowledge of supportive services and other resources for youth, adults, senior citizens and/or non-elderly people with disabilities available in the local area;
7. Demonstrated ability to advocate, organize, problem-solve, and provide results for low-income families, the elderly and/or people with disabilities; and
8. Demonstrated ability to provide communications in a manner that is effective for persons with disabilities and persons with limited English proficiency (LEP).
9. Strong writing skills to write grants, grant reports, generate promotional material and public relations releases.
10. Ability to work independently; excellent time management and organizational skills.
11. Proficient at using computers and computer software programs.



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12. Possession of a valid FL Driver's License, ability to be properly insured for use of a vehicle and access to a reliable vehicle.

**Additional Considerations:** This is a three-year grant funded position that is eligible for renewal.



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