

# Peoria Housing Authority

*Moving Families Forward*

## JOB POSTING

<b>DATE:</b>	<b>July 16, 2019</b>
<b>JOB TITLE:</b>	<b>Manager of Supportive Services</b>
<b>REPORTS TO:</b>	<b>Director of Asset Management</b>
<b>SALARY:</b>	<b>Negotiable</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>DEADLINE:</b>	<b>January 26, 2019 or until filled</b>

### **JOB SUMMARY:**

The Manager of Supportive Services is responsible for establishing, coordinating and implementing the Resident Opportunities and Self Sufficiency (ROSS Elderly/Persons with Disabilities) Grant Program to ensure that program participants improve their living conditions, age in place and achieve maximum self-sufficiency and empowerment.

### **MAJOR JOB RESPONSIBILITIES:**

- Plan, develop, establish and direct all necessary and required components of the ROSS Elderly/Persons with Disabilities Grant to oversee targeted residents' social, human and medical needs at the Peoria Housing Authority (PHA). This program must satisfy all requirements of the Department of Housing and Urban Development as well as establish a process, which enables elderly/persons with disabilities to improve their living conditions and enables program participants to age in-place, if appropriate.
- Design grant activities based upon resident needs and the local labor market; delivering training; developing/modifying the grant work plan; working with the HUD Field Office as necessary.
- Complete logic models and grant renewals as needed.
- Perform outreach, case management and service coordination in such areas as: wellness programs, life skills, health care, counseling, meal service to meet nutritional needs, assistance with daily living, personal emergency response, activities, job training and employment, childcare, supportive services with linkage to federal, state and local assistance, resident group empowerment & civic engagement for elderly and disabled housing authority residents.
- Develop and implement methods to market the program to the target population residing in all PHA properties in order to recruit and maintain caseload.
- Recruit participants, assess resident needs and interests, develop, implement, manage and evaluate a range of individual and group activities with liaison to the agencies of the Program Coordinating Committee that are designed to achieve the ROSS Program objectives.
- Develop and implement methods to assess and prioritize the needs and interests of program participants for supportive, health/wellness, educational and job training/employment services as appropriate.
- Develop and implement comprehensive general case management which includes intake, assessment, education, referral to community service providers, in-home visits, monitoring of case plans and evaluating the success of participants against their unique goals and objectives.
- Maintain case files for each program participant for the overall project and report outcomes as necessary to HUD.

This description is not inclusive of all responsibilities.

### **Submit resume by Friday July 26, 2019, 5pm to:**

Name: Melissa Huffstedtler Acting Human Resources Director  
Address: PHA Administration Building, 100 S. Richard Pryor Place, Peoria, IL 61605  
Email address: melissah@sha1.org

***Resumes will be accepted until the vacancy is filled.  
Equal Opportunity Employer***