
Chico Rancheria Housing Corporation
A non-profit Tribal Corporation of the Mechoopda Indian Tribe

JOB DESCRIPTION

JOB TITLE: ROSS Service Coordinator	COMPENSATION TYPE/RANGE: \$17.00-\$25.00	FSLA: Non-exempt	REPORTS TO: Director	SUPERVISES: None	DATE ADOPTED BY BOARD OF DIRECTORS: 03/05/12 Revised Date: 04/23/2019
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Primary Purpose:

To administer the ROSS Grant under the direct supervision of the Director.

Summary of Objectives:

To coordinate supportive services with local community resources, establish goals and objectives designed to increase the self sufficiency of low income families and thereby reduce the need for subsidized programs and services to Native American residents in both the CRHC and Housing Authority of the County of Butte (HACB) housing units. Serves as lead agency point of contact in collaboration of grant related programs.

Duties and Responsibilities:

- Meets with residents and program participants to explain requirements, rights and responsibilities during participation in the self-sufficiency program;
- Gather residents information on social, education and employment to assess residents needs in developing a self-sufficient plan in accordance with needs assessments;
- Develop a detailed Personal Self-Sufficient Plan for each resident identifying short and long term goals in order to achieve self-sufficiency and identify and present alternative solutions for resident regarding family members on specific issues;
- Assesses service needs of residents, and through service coordination assists residents in accessing appropriate public or private community agencies to obtain specialized types of assistance;
- Manage and monitor ongoing caseloads of progress on personal self-sufficient development plan;
- Counsel and coach residents and families on basic life issues involving economic, social, employment and educational skills;
- Develops networks and establishes strong working relationships with educational and occupational institutions, the local business community and service providers to assist with achieving the goals and objectives of resident for Family Self-Sufficiency;
- Enters and retrieves data into the computer system to track progress and generate reports for evaluation on the over-all success of the program;
- Maintain/generate attendance records, program records and statistical data as needed for grant reporting;
- Prepare and maintain attendance records, program records and statistical data in computer and flat files for cumulative summary of residents activities and progress;
- Assist in developing partnerships with community businesses to create entry level and/or on the job training experiences;
- Assist in the coordination of supportive resources (Childcare, transportation and community mentorships) enabling residents to participate consistently in employment and education programs;
- Ensures that the coordination and the delivery of services meet the goals of the grant objectives;

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- Co-facilitate and/or establish classes or workshops on general education, computer skills, budgeting or other life skills including after school and summer camp for youths;
- Attend meetings with outside agencies forming partnerships in establishing local community resources as referrals;
- Continually evaluate program success by developing and implement new programs or services as needed;
- Prepares monthly Board reports and HUD reports as defined in the grant;
- Contracts with community agencies for the provision of services for residents;
- Develops and directs ongoing action plan with Program Coordinating Committee (PCC);
- Provides and coordinates the scheduling of credit counseling, credit repair, household budget counseling, family financial planning and management, first time home buyer counseling, Family Self-Sufficiency counseling and guidance, annual and interim income recertification's and other similar related duties for residents participating in assistance programs;
- Works with Housing Specialist to coordinate ensuring resident files are continually updated;
- Performs grant-related work as required or assigned by the Executive Director.

DESIRED QUALIFICATIONS

Knowledge of:

- Characteristics, needs and interest of public housing residents;
- Federal, state, and local housing regulations as applied to Resident Services programs;
- Community agencies, facilities, and services which can be utilized to aid residents;
- Credit repair;
- Loan processing& HUD's Section 184 Loan Guarantee Program;
- Household financial management;
- Diverse communities and Native American culture;
- Low-income socioeconomics and associated needs;
- External community resources.

Ability to:

- Effectively communicate, both orally and in writing;
- Plan, organize and direct activities and services;
- Establish comfortable and effective relationship with others;
- Be sensitive to the needs of residents;
- Effectively counsel adults in a small classroom setting or one-on-one;
- Provide financial management, credit, and housing counseling to low-income families;
- Maintain concise and accurate records;
- Proficiently use a computer, general software applications, and other office equipment.

Experience: Two (2) years of responsible, similar, and recent work experience

Education: Preference shall be given to candidates with Bachelor's Degrees from an accredited college with a degree in psychology, sociology, human services, social services or similar discipline.

Additional Requirements: Must submit to and obtain satisfactory clearance for the following:

- Possession of a valid California Driver License
- DMV printout
- Pre-employment physical

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- Drug test
- Criminal history check
- Typing certificate with a minimum speed of 35 wpm

PHYSICAL DEMANDS

Work is performed in office or conference room settings. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks that the employee is able to: talk or hear; use hands to finger, handle, feel or operate objects; and reach with hands and arms. The employee must occasionally stoop or kneel and lift and/or move objects of up to 30 pounds in weight. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Vision requirements for this position include close vision, distant vision, peripheral vision, depth perception, and the ability to focus.

WORKING CONDITIONS

The employee performs job duties in a climate-controlled office or conference room under quiet to moderately quiet noise conditions.

INDIAN PREFERENCE PROVISIONS IN HIRING

Preference in hiring is given to qualified American Indians in accordance with the Indian Self-Determination and Education Assistance Act (Title 24 U.S. Code, Section 472 and 473). Applicants claiming Indian preference must submit verification certified by Tribe of affiliation or other acceptable documentation of Indian Heritage.

TRIBAL PREFERENCE PROVISIONS IN HIRING

Members of the Mechoopda Indian Tribe are subject to preference in hiring over members of other tribes.

SUMMARY OF INDIAN AND TRIBAL PREFERENCE

In a case where one applicant is certified as a Tribal member and another applicant is not a Tribal member and both applicants possess equivalent qualifications, Indian preference shall apply.

In a case where one applicant is certified as a Mechoopda Indian Tribal member and another applicant is a Tribal member of another tribe and both applicants possess equivalent qualifications, Tribal preference shall apply.