



## HOUSING AUTHORITY OF THE CITY OF TULSA

### CAREER OPPORTUNITY

APPLICATIONS / RESUMES MUST BE POSTMARKED BY: Until Filled

### Service Coordinator

\$14.42/Hourly

**DEPARTMENT:** Community Relations

**REPORTS TO:** Senior Manager – Community Relations

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#### **POSITION SUMMARY:**

Provide intake, case management, assessment, planning, coordination and the delivery of services that support economic development and self-sufficiency activities for Tulsa Housing Authority (THA) Residents. To identify barriers and offer programs which will enhance the quality of life and prepare residents to enter the work force, thereby breaking the cycle of poverty. Design, implement and facilitate programs (as assigned) related to self-sufficiency as well as basic needs, life skills, parenting, safety, mentoring, crime prevention and network with outside agencies to bring these topics to the residents. Conduct an overall needs/strengths assessment on each low-income family/individual. Identify barriers to address in becoming self-sufficient. Determine, coordinate and implement both an individual based plan and comprehensive site based plan for participating families/individuals, focusing on self-sufficiency based and related services. Design, implement and facilitate programs (as assigned) related to self-sufficiency as well as basic needs, life skills, parenting, safety, mentoring, crime prevention and network with outside agencies to bring these topics to the residents. Participate/facilitate community building meetings which include site staff AmeriCorps members, volunteers, service provider partners, social service agencies, resident associations, Partners Advisory Committee (PAC), local committees/coalitions and trainings as determined by the Senior Manager and/or Vice President of Community Relations. Monitor and evaluate progress of participant families in the various stages of achieving self-sufficiency including, but not limited to: vocational education, on-the-job training, ABE/Literacy/GED, parenting education, homeownership, health awareness, and others as determined appropriate during staffing meetings with other Service Coordinators. Actively promote, assist, and support career counseling, job search training, and educational goals, including, but not limited to: Training sessions and workshops related to life skills, development and employment (i.e. first impressions, how to dress for success, resume and cover letter writing, job search, interviewing skills, educational assessments and referrals,

and job fairs); Assess, develop and review resident career options, plans, goals, and experiences, and be an active resource to residents by networking with social service agencies, local employers, educational institutions, and current with job trends and forecasts. Work with site management personnel to avoid preliminary and/or unnecessary resident move outs and/or evictions. Meet with residents regarding their housing status, assist with referrals related to obtaining rental assistance and/or utility payments, and any other reason for premature and/or unnecessary move out as deemed appropriate by the Senior Manager and/or Vice President of Community Relations. Develop and coordinate self-sufficiency and related supportive services provided on-site at THA Resource Centers. Oversee daily operations of the Community Resource Center. Provide accessibility to the Resource Center on a consistent basis with set hours of operation which are posted and distributed to residents. Coordinate the development and distribution to residents of a monthly community calendars of programs by the first day of the month. Calendar events should include activities pertaining to the Resource Center, Recreation Center, Site Management, Resident Association and any other important dates for residents. Keep and protect appropriate records, files and documents related to job duties and functions according to acceptable confidentiality standards and program/grant evaluation criteria. Participate in client staffing sessions, staff meetings, Quality Assurance reviews and program/grant evaluation activities. Assist in training and development within the department. Complete daily, weekly, monthly reports and time logs pertaining to the type, amount and effectiveness of services coordinated and provided. Assist with planning and implementing fundraisers, service projects and community events. Work with youth and families to prevent gang recruitment and involvement and reduce crime on THA sites. Work with outside agencies and local law enforcement to bring awareness and activities to the sites. Other duties as assigned.

#### **MINIMUM REQUIREMENTS:**

Bachelor's degree (BS/BA) from four-year college or university in Psychology, Sociology, Social Work, Human Services, Education or Business-Related degree or combination of a minimum of Associates Degree in Psychology, Sociology, Social Work, Human Services, Education or Business-related degree and 3 years of work or internship experience in the Social Services field. Must provide proof. Must have a current valid Oklahoma driver's license.

#### **MISSION STATEMENT**

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

#### **TO APPLY:**

Qualified candidates should submit a resume, cover letter and salary requirements to [hr@tulсахousing.org](mailto:hr@tulсахousing.org) or **Apply online at [www.tulсахousing.org](http://www.tulсахousing.org)**. Applications and resumes may also be mailed to: Tulsa Housing Authority, Attn: Human Resources, 415 East Independence; Tulsa, OK 74106.

**CLOSING DATE: Open Until Filled**