



JOB POSTING

TO: SHA Staff, Residents, and General Public
FROM: Mal Harrison, Executive Administrative Assistant
DATE: September 4, 2024
POSITION: Jobs Plus Administrative Assistant
CLASSIFICATION: Full-Time, Grant Funded Position
OPENING DATE: September 4, 2024
CLOSING DATE: Posted until desired number of applications received.
START DATE: Immediately
TO APPLY: Please apply on our website (<https://selmahousing.com>).

POSITION SUMMARY: The Jobs Plus Administrative Assistant is a grant-funded position that is responsible assisting in the planning, development and management of the Selma Housing Authority's (SHA) Jobs Plus Program. This position works closely with the Jobs Plus Program Director to manage the day-to-day operations of the Jobs Plus Program; supervises and leads assigned staff; coordinates, plans and provides technical assistance to all SHA resident employment efforts; aids in preparing program proposals, program performance outcomes, requests for proposals, and service contracts for various funding sources. Additionally, this position is responsible for community engagement efforts, collaboration with residents, and the design and implementation of the SHA Jobs Plus outreach strategy. This position is responsible for ensuring coordination and delivery of a broad range of employment and education-related services to low-income Public Housing participants through the Jobs Plus Program and performing a variety of professional and technical tasks in the assessment of participant needs, the coordination of support service providers, and for monitoring the provisions of program services. These tasks are to be performed at a level that supports the Agency's efforts to achieve the highest rating on HUD's evaluation systems. The duties listed below are illustrative of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.





MAJOR DUTIES AND RESPONSIBILITIES:

Undertakes and performs the following and other work-related duties as assigned:

1. Responds courteously to calls, written requests, and e-mails from participants, service providers, and other authorized agencies and representatives to answer questions, and provide information and assistance as appropriate.
2. Works with Agency staff and public and private community agencies to recruit participants for the Jobs Plus program.
3. Assists Case Managers with assessments as needed.
4. Attends advisory board meetings and maintains contact with community agencies for the provision of services and assists program staff in accessing appropriate public or private community agencies to obtain specialized types of assistance for program participants.
5. Establishes and maintains effective relationships with participating community partners to assist in achieving program outcomes.
6. Collects information and prepares reports regarding program participant demographic data that can be used in applying for grants or developing procedures and policies that better meet the needs of those served.
7. Identifies, defines, and acquires/develops funding sources in both the private and public sectors to support existing and planned program activities.
8. Prepares proposals and applications for funding/grants for resident services programs, and submits in a timely manner.
9. Prepares, submits, and files regularly scheduled reports as required on program activities, accomplishments, and operational indicators in a timely and accurate manner with assistance from the Program Director.
10. Develops and oversees the planning and coordination of resident training opportunities that promote self-sufficiency involving initiatives such as homeownership, financial literacy, budgeting, entrepreneurship, etc.
11. Works with appropriate SHA staff to assure that facilities are available for on-site Jobs-Plus services and for service providers.

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12. Develops research, knowledge and tools that will enable the development and implementation of effective employment and economic self-sufficiency services.
13. Utilizes and implements all relevant data tracking and reporting systems, and provides required reporting to grant funders with assistance from Program Director.
14. Develops communication plans and establishes tracking processes to ensure completion of initiatives and work plans, which include linkage to employees' performance evaluations.
15. Provides evaluations to the Program Director or Administrative Staff as requested for supervised staff.
16. Assists with day-to-day supervision of Case Managers, Job Developers, and Community Coaches and reports to Program Director about areas of concern or elevated issues as needed.
17. Reviews detailed case management files on participants and reviews with Case Management Staff as needed to ensure files and processes are filed in accordance with Agency procedures and HUD regulations.
18. Assists in organizing agenda, creating informational brochures/flyers, and conducting meetings to inform interested and/or selected participants about Jobs Plus program goals and objectives.
19. Ensures privacy and maintains security of confidential materials pertaining to activities and participants.
20. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of pertinent HUD regulations on the Jobs Plus program and public housing management, and thorough knowledge of Agency policies and procedures.
2. Thorough knowledge of accepted consultation and interviewing techniques.
3. Thorough knowledge of community agencies, facilities, and services which can be utilized to aid program participants.
4. Ability to meet and deal tactfully and courteously with the public.

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5. Ability to solve complex problems and implement multi-step procedures to complete tasks and goals.
6. Ability to engage in public speaking in front of small and large groups of various interests and backgrounds.
7. Ability to understand and follow moderately complex written and oral instructions, communicate and relate to persons of diverse backgrounds and abilities.
8. Ability to make routine decisions in accordance with established administrative rules, regulations and policies, to explain the re-examination process to tenants in an objective and impartial manner.
9. Skilled in operating computer equipment, applicable software packages, and general office machines.
10. Knowledge of mathematics sufficient to perform JPEID calculations and aggregation of program outcome metrics for reporting.
11. Ability to prepare clear, concise reports and make appropriate recommendations within scope of responsibility.
12. Ability to use basic office equipment such as telephone, fax, copier, and computer.
13. Ability to communicate clearly, concisely, verbally and in writing.
14. Ability to establish and maintain effective and courteous working relationships with other employees, residents, and community agencies and other entities that provide services and secure the cooperation of others.
15. Ability to deal effectively with situations requiring tact and diplomacy.
16. Skilled in communicating on the level of the listener, recognizing when information has been misunderstood, and determining how to remedy the misunderstanding as needed to explain policies and procedures and to provide and exchange information to persons with varying levels of education, cultural backgrounds, and ages.





EDUCATION AND EXPERIENCE

1. Bachelor's Degree from an accredited college or university in Social Work, Human Services, Psychology, or other closely related field and at least three (3) years of progressively responsible social services, community services, and/or housing-related work or closely related responsibilities.
2. Grant experience preferred.
3. Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.
4. Must be bondable.
5. Must possess a valid driving license and be insurable.

