



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY  
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY ANNOUNCEMENT  
PVA #017-2022**

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

**All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.**

**Posted: 10/26/2022**

**Deadline: 11/16/2022**

**COMMUNITY RESOURCES MANAGER  
P & A HOUSING  
Salary Range: \$54,129 Per Year  
Status: Full-Time Regular Position**

**GENERAL DEFINITION OF WORK:**

Performs difficult administrative work planning, developing, and directing a broad program of community social services for residents of Authority managed housing, maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Director of Housing. Divisional supervision is exercised over all personnel within the division.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**TYPICAL TASKS:** (Examples Only)

Monitors the Fair Housing and 504 Reasonable Accommodations/Modifications regulations to ensure compliance; assists Property Managers with requests; provides residents with information; revises the LEP plan with updates as necessary.

Prepares grant applications and semi-annual reports; prepares and maintains records and files. Identifies and contacts appropriate public and social service agencies, social service organizations, resident groups, and private businesses to determine the most appropriate agencies to provide services to residents.

Monitors and coordinates all ROSS and FSS grants; reviews the grant agreement quarterly for compliance; monitors expenditures of grant programs and tenant services.

Coordinates resident grievance procedures; monitors the tenant complaint program, reviews the filling and follow-up process.

Represents NNRHA on a variety of community agency boards and committees.

Supervises staff; assigns, directs, and inspects the work of personnel; coaches, counsel, and evaluates the work of staff.

Serves as 504 Coordinator; Conducts Fair Housing/504 Training seminars for new employees.

Serves as Editor of News and Neighbors; monitors the website for resident services updates.

Ensures compliance with applicable local, State and Federal laws, rules, and regulations, and department policies and procedures.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of community needs and human services agencies; comprehensive knowledge of the principles and practices of social work and of the appropriate methods and procedures; thorough knowledge of community assistance agencies; thorough knowledge of existing supportive services for low-income families; comprehensive knowledge in the use of standard office equipment and associated software; comprehensive knowledge in preparing reports and other types of correspondence; ability to plan, organize, budget, and execute effective social service programs for public housing residents; ability to plan and supervise the work of professional and administrative support staff; ability to communicate and present ideas clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships with associates, outside agencies, clients, and the general public.

### **EDUCATION AND EXPERIENCE:**

Bachelor's degree with coursework in social work, sociology, or related field and considerable experience managing social service programs including considerable supervisory experience, or equivalent combination of education and experience.

### **WORKING CONDITIONS:**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and reaching with hands and arms and occasionally requires pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

### **SPECIAL REQUIREMENTS:**

Valid driver's license in the Commonwealth of Virginia.