



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

POSITION VACANCY ANNOUNCEMENT

PVA #036-2022

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

**ROSS GRANT COORDINATOR
HOUSING**

Salary: \$46,758 per year

Status: Full-Time Regular Position

GENERAL DEFINITION OF WORK:

Performs difficult administrative work managing the operations of the Family Investment Center, maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Community Resources Manager. Continuous supervision is exercised over all personnel within the team.

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)

Oversees the operations of the Family Investment Center; coordinates, develops, implements, and facilitates programs; supervises and trains staff.

Works with other service provider organizations on the local, regional, and State level to ensure coordination of employment and supportive services; establishes working relations with community agencies.

Makes presentations to other nonprofits and community organizations.

Conducts assessment of participants to determine current educational, job training, transportation,

personal/family, and other needs covered by the program; works with participants to develop action plans and goals; evaluates client progress toward established goals through personal contact. Monitors effectiveness, impact, and outcomes of services; makes adjustments as needed based on individual assessment plans and needs.

Prepares newsletters, bulletins, flyers, programs, notices, and other forms of communication media to market programs and services.

Prepares reports and other types of correspondence; maintains files and records. Submits required reports to the Department of Housing & Urban Development.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, rules, materials, and equipment required for a variety of educational activities; thorough knowledge of existing supportive services for low-income families; thorough knowledge of diverse, disadvantaged populations with multiple barriers to educational and vocational success including low literacy, learning disabilities, physical disabilities, and impaired cognitive functioning; general knowledge of the objectives, practices, and techniques of counseling and interviewing; general knowledge of standard office practices, procedures, equipment, and office assistance techniques; general knowledge of business English, spelling, and arithmetic; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; ability to work with a diverse group of people; ability to solicit the participation and cooperation of local businesses and agencies; ability to organize and present workshops and public presentations; ability to communicate and present ideas clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships with social services, other agencies, clients, and the general public.

EDUCATION AND EXPERIENCE: (The following requirements may be used to evaluate applicants for employment. When applicable, equivalent substitution will be allowed for differences in experience and education.)

Associates/Technical degree with coursework in business administration, marketing, or related field and moderate experience coordinating public housing programs and staff, or equivalent combination of education and experience

WORKING CONDITIONS: (Physical Activity)

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; 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 moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:

Obtain HCV Specialist, HCV Rent Calculation, Enterprise Income Verification certifications within one year of hire.

Complete HUD Fair Housing, Effective Interviewing and Fraud Prevention, and Information Systems Security Awareness training within six months of hire.

Valid driver's license in the Commonwealth of Virginia.