

DIRECTOR OF PROGRAMS AND SUPPORTIVE SERVICES

(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS:

This is a key administrative position that is responsible for the overall planning, development, coordination and management of all economic self-sufficiency programs that provide employment and/or training for Authority residents. The position assists its residents to improve their capacity to live independently through resources such as, but not limited to, educational programs, specialized training, community services, and recreation programs. The incumbent works closely with various departments within AHA, tenant associations, employment related sub-contractors, employment programs, and other agencies sited within the Authority and the community. The work performed is under the general direction of the Executive Director and in partnership with key agencies that have contractual relationships with the Authority.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Ensures compliance with HUD and other programs, including but not limited to: Housing Choice and Project Based Vouchers (HCV and PBV), RAD PBVs, Family Self Sufficiency (FSS), and Resident Opportunities and Self Sufficiency (ROSS);
- Assist the Executive Director in development of the mission, vision and values of integrated and comprehensive initiatives for residents;
- Develops and updates a FSS Action Plan and coordinates with Albany Housing Authority Annual Plan and Section 8 Plan;
- Develops and implements an ongoing economic self-sufficiency needs assessment as well as employment and training preferences for residents;
- Oversees regulatory compliance and reporting with various funding sources (ie HHAP, FHLB, NYSHCR);
- Develops and coordinates monthly resident programs- in collaboration with other staff and volunteers as necessary;
- Develops, plans and implements a supportive environment throughout various AHA facilities;
- Ensures that Service Agreements and Certificates of Insurance (COI's) are in place for provision of services and programming by outside providers and vendors;
- Collaborates with Connected Living-computer access program for seniors (i.e. monthly calls, integrating Connected Living with all wellness activities, monthly calendar, and surveys);
- Creates monthly calendar and property newsletter with input from staff as required;
- Provides documentation that demonstrates participation levels in all programs and activities;
- Evaluates program impact through use of pre- and post- surveys, testing and other methods as may be useful to the evaluation process;
- Identify all government grants, foundation and private sector resources that will be necessary to implement an integrated and comprehensive employment initiative;
- Recommends to the Executive Director, or designee suggested applications that will support the Authority's employment initiatives;
- Facilitates application to all relevant employment and other related resources, i.e. government grants, foundations and private sector support, that will enhance or expand the Authority's capacity

to develop an integrated and comprehensive employment initiative for public housing authority residents;

- Plans for and develops a technology systems/data base that will benefit residents, Authority personnel and key employment related sub-contractors in the areas of uniform file management, milestone/progress tracking and employment related resources;
- Plan for and develop additional resources to enhance the capacity of all (in-house) training and employment initiatives such as painting, janitorial training, and security company;
- Plan for and develop HUD Section 3 initiatives;
- Plan for and develop the “One Stop Shop” concept in concert with the alliance of non-profits who fulfill key roles in the implementation of an employment and other initiatives;
- Chair the “One Stop Shop” program manager’s meeting including developing meeting agendas, coordinating communication in support of the overall planning, management and operation;
- Ensures that any non-profit that is sub-contracting with the Authority is working according to the plan and is on track in achieving stated outcomes;
- Assist with technical assistance of employment initiatives and training to increase their capacity to provide individually empowering, choice focused and outcome-oriented job training and employment services for public housing residents;
- Partner with organizations that provides computer training, a work experience program and other job training as determined by research and market conditions;
- Partner with organizations that provides TASC (formerly GED) tutoring under the guidance of certified teacher;
- Partner with organizations that provides supportive counseling related to alleviating barriers to employment as determined by intake;
- Partner with organizations that provide job readiness services, employment counseling and job search opportunities;
- Coordinates with AHA’s Chief Financial Officer (CFO) or designee in the preparation of all relevant program budgets and monitoring of overall program expenses within determined budget guidelines;
- Coordinates all necessary reporting, ensure that quality standards are met, and are submitted on a timely basis;
- Develop and maintain a centralized data base of all Authority economic initiative outcomes;
- Coordinates supportive services to Albany Housing Authority Public Housing and Section 8 recipients as determined by the intake and evaluation process;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Demonstrated experience and expertise in designing and implementing inter-agency collaborations;
- Ability to design and implement programs, program management and supervision,
- Skill in grant writing, managing budgets, marketing and reporting
- Fundamental understanding of implementing a management based outcome strategy;
- Demonstrated understanding of employment-related initiatives on a federal, state and local level;
- Versed in the understanding of job readiness training, supported employment strategies and independent job search techniques;

- Thorough knowledge with designing and implementing programs in the area of employment and training services for low income and disabled individuals and families;
- Current knowledge of welfare reform and policy guidelines;
- Ability to communicate effectively both orally and in writing, including the ability to communicate complex and technical information in a simple, clear and straightforward manner, including the use of graphs and tables as needed;
- Strong interpersonal skills;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION:

- A. Graduation from a regionally accredited or New York State registered four year college with a Bachelor's Degree (or higher) in a relevant field, with at least four (4) years of experience in the planning and management of larger/large training, job placement and support programs for low income and/or disabled populations; OR
- B. Graduation from a regionally accredited or New York State registered four year college with an Associate's Degree (or higher) in a relevant field, with at least six (6) years of experience in the planning and management of larger/large training, job placement and support programs for low income and/or disabled populations; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) through (B).