

## **JOB POSTING**

### **ROSS Family Manager**

Under the supervision of the Director of Resident Relations, the ROSS Family Manager is responsible for working directly with residents, resident organizations, and service providers to coordinate comprehensive service delivery that results in the enhancement of the social and economic well-being of IHA residents, as well as successful home ownership opportunities.

The ROSS Family Manager is responsible for:

- Coordination of activities for implementation and refinement of existing and new social, economic and self-sufficiency programs
- Working closely with ROSS Grant Coordinators and being the team leader for all ROSS Grants
- Coordinating department programs and activities with existing resident organizations, site managers and maintenance staff
- Identifying resident needs along with associating providers or services equipped to service those needs
- Writing grants, conducting ROSS Grant research, and identifying resource availability for ROSS Grants
- Generating written reports on resident status and service provider activity along with program, site, and grant-related activities
- Working with resident councils and Indianapolis Citizens Empowerment Foundation, (ICEF) to attend monthly meetings and plan the IHA annual resident council meeting
- Utilizing computer software programs to document resident and provider activity
- Working independently and as a member of the overall service coordination team as well as participating as a member of the Program Coordinators Committee (PCC)
- Referring residents to community organizations providing home ownership counseling and training along with creating home ownership opportunities for Public Housing residents
- Disseminating information to residents and resident councils
- Supervising other Resident Relations functions including Site Coordinators, Economic Development Support Services, Public Housing Coordinators, and Housing Counselors

*Minimum Qualifications:*

- Bachelor's degree in Social Work or other related field from an accredited college or university along with two (2) to four (4) years related experience, or a combination of education and experience required to successfully perform the functions of the job

- Comprehensive knowledge of the fundamental skills, techniques, and practices necessary to coordinate economic and self-sufficiency services
- Knowledge of HUD regulations helpful
- Must be able to be bonded
- Valid Indiana driver's license
- Must be a Marion County resident, or willing to relocate to Marion County within six months from date of hire

**For consideration, please contact, or send resume to:**

**Indianapolis Housing Agency**  
*Human Resources Department 1919 N. Meridian Street*  
*Indianapolis, IN 46202*  
*Email: [jobs@indyhousing.org](mailto:jobs@indyhousing.org)*  
*Job Line: (317) 261-7232*  
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**EOE**