

JOB POSTING
Site Program Facilitator (Part-time)

Under the supervision of the Community Resource Coordinator, the Site Program Facilitator is responsible for assisting in the delivery of social services to residents and assisting with the implementation of community based security.

The Site Program Facilitator is responsible for:

- Assisting the Community Resource Coordinator in maintaining close relationships with residents and service providers
- Assisting in the implementation and refinement of a new and revised anti-drug crime prevention program
- Facilitating communication between IHA staff, residents, IPD and off-duty police officers
- Disseminating information and promoting community programs to the community at large
- Assisting with identifying programs and providing referrals for residents who request assistance in handling alcohol and drug usage, ending substance abuse, managing life skills and obtaining family development training
- Monitoring and evaluating the effectiveness of service provider offerings, and familiarizing residents with the availability of community service activities
- Assisting with the recruitment for Building/Block or Court Captains for assigned communities
- Recruiting residents for the implementation of a Resident patrol for designated communities
- Reporting vandalism and security needs for assigned community and for computer lab monitoring and troubleshooting
- Coordinating with the Community Resource Coordinator to develop a monthly calendar for assigned communities
- Attending community and resident meetings
- Other duties as assigned

Minimum qualifications:

High School diploma or GED is preferred. Resident preferred in “good standing,” good interpersonal, verbal and written skills, some typing and computer skills.

Valid Indiana Driver’s License required. Must have reliable transportation. Must be a resident of Marion County or willing to relocate to Marion County within six (6) months 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
Job Line: (317) 261-7232
Fax: (317) 261-7176
EOE