

Career Opportunity



Social Service Coordinator

Salary
\$15.16 Hourly

Department
Social Services

Reports to
Director of Social Services

Closes
Open Until filled

Position summary

Provide intake, case management, needs assessment, planning, coordination and the delivery of services that support economic development and self-sufficiency activities for Tulsa Housing Authority (THA) residents. To identify barriers and offer programs which will enhance the quality of life and prepare residents to enter the work force, thereby breaking the cycle of poverty.

Design, implement and facilitate programs (as assigned) related to self-sufficiency as well as basic needs, life skills, parenting, safety, mentoring, crime prevention and network with outside agencies to bring these topics to the residents

Design, implement and facilitate youth activities in the areas of education, social, and emotional development, cultural, and recreation activities. Such activities could include, but not limited to, computer skills, scholarship opportunities, scouting programs, monitoring and interacting with residents and children at various table games, sports leagues, arts & crafts, special contests, tournaments, and field trips.

Summary of Duties:

- Conduct needs/strengths assessments. Identify and address barriers towards becoming self-sufficient.

- Determine, coordinate and implement an individual based plan and comprehensive site-based plan for participating families/individuals, focusing on self-sufficiency based and related services.
- Design, implement and facilitate programs related to self-sufficiency, basic needs, life skills, etc. and network with outside agencies to bring these topics to the residents.
- Promote Resident Associations, participate/ facilitate community building meetings
- Monitor and evaluate progress of participant families in the stages of achieving self-sufficiency.
- Promote, assist, and support career counseling, job search training, homework help and educational goals.
- Work with management when to avoid preliminary and/or unnecessary resident move-outs and/or evictions
- Develop and coordinate self-sufficiency and related supportive services provided on-site at THA Community Centers.
- Oversee daily operations of the Community Center.
- Create and Coordinate the development and distribution to residents a monthly community calendar of programs by the first day of the month.
- Participate in client staffing sessions, staff meetings, Quality Assurance reviews, assist with training etc.
- Complete daily sign in sheets, monthly reports, logs, pertaining to services coordinated and provided.
- Assist with planning and implementing fundraisers, service projects and events.
- Work with youth and families to educate about substance abuse, prevent gang recruitment and involvement and reduce crime on THA sites. Work with outside agencies and local law enforcement to bring awareness and activities to the sites.
- When necessary utilize de-escalation skills with residents when crisis arise on site and

report any unusual activities, occurrences or safety concerns.

- Other duties as assigned.

Minimum requirements

Bachelor's degree (B. A.) from four-year college or university in Psychology, Sociology, Social Work, Human Services, or Business-Related degree;; or a combination of a minimum of an Associate's Degree in Psychology, Sociology, Social Work, Human Services, or Business-Related degree; and 1-2 years of work, volunteer, or internship experience in a social service field;. Must provide proof of degree.

To apply

Qualified candidates should submit a resume, cover letter and salary requirements to hr@tulsahousing.org or fax to **918-581-5721**. You may also apply online at tulsahousing.org.

Applications and resumes may be mailed to:

Tulsa Housing Authority
Attn: Human Resources
415 E. Independence
Tulsa, OK 74106

About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

***THA is an equal opportunity/affirmative action employer.
We perform criminal background checks and drug testing.
Men, women and THA residents are encouraged to apply.***