



The Housing Authority of Covington is committed to creating better neighborhoods by innovatively providing diverse housing opportunities for individuals and families in partnership with the greater community. These communities are focused on opportunities for our residents to flourish by achieving self sufficiency.

The purpose of the Program Manager position is to prioritize and oversee all resident programs, services and Family Self-Sufficiently (FSS) Grant requirements offered to residents of the Housing Authority of Covington.

This position will coordinate both staff and community agencies to respond to the targeted needs of our adult, youth, and elderly residents and families.

The Program Manager position not only develops and executes educational and developmental programming but coordinates the delivery of services. This position will also provide general case management to residents.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist FSS enrollees in maximizing their abilities for greater self-sufficiency by empowering them in decision-making to the greatest extent possible.
- Monitor enrollee progress and program compliance, with FSS Contracts of Participation and IDPs.
- Complete and maintain all required documentation for FSS enrollees in hard copy files and in Yardi and/or TAAG
- Calculate monthly escrow savings for all eligible FSS program enrollees and track the accuracy of escrow accounts on a monthly basis.
- Report enrollee progress, program outcomes and monthly escrow balances to the Director/Resident Services
- Collaborate and maintain effective working relationships to provide programs, activities and events in support of the goals of HAC residents.
- Coordinate outreach efforts to recruit resident participation.

- Instruct / coordinate work readiness, life skill and other educational programs for adult youth and elderly residents to enhance opportunities for employment and/or self-sufficiency.
- Coordinate the after-school programs and/or connect residents to community resources.
- Serve as liaison to Latonia Terrace and Golden Tower Resident Council





QUALIFICATIONS

- Ability to demonstrate an understanding of cultural diversity and equal opportunities.
- Practical knowledge of the social and economic factors affecting human behavior.
- Knowledge in case management principles, procedures, and practices.
- Ability to receive and handle information in a confidential manner.
- Ability to motivate people with diverse interests to work in partnership and collaboration.
- Strong customer service skills and demonstrated ability to treat residents with respect and dignity.
- Skills in tactful and fair judgment in working with residents and in effecting solutions to complex personal and family problems.
- Excellent knowledge of community resources.
- Ability to establish and maintain effective working relationships with employees, volunteers, social agencies, disadvantaged and troubled persons and the general public.
- Flexibility required in days and hours available for work, including weekends.
- Competent computer skills, including use of
- Competent math and analytical skills to calculate and monitor FSS enrollee escrow savings accounts.
- Good communication skills, both oral and written.

MINIMUM EDUCATION AND EXPERIENCE:

- Combination of post-secondary education and/or professional experience in teaching, social work, career guidance, and or relevant fields.
- Two to three years of experience in working with disadvantaged individuals and providing support coordination services, or an equivalent combination of training and experience to meet the required knowledge.
- Working knowledge of the processes involved with local, state or federal grant programs.
- Intermediate computer skills with working knowledge of software application, Microsoft Word, Excel, PowerPoint and Publisher.
- Must have a valid vehicle operator's license.

Please submit a resume to HR@hacov.org or apply via Indeed.com [HOUSING AUTHORITY OF COVINGTON, KY Jobs and Careers | Indeed.com](#)



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