



## Bloomington Housing Authority

1007 N Summit St (812) 339-3491  
Bloomington, IN 47404 fax: (812) 339-7177

### **Job Description: ROSS Resident Assistant, Part-Time**

Department: RAD I / RAD II / Summit Hill CDC

Reports to: ROSS Service Coordinator

FLSA Status: Non-Exempt

Wage Range: \$13.15 – \$18.20 / hr

(updated 11/24)

### **SUMMARY**

The Resident Service Coordinator Assistant (RSC-A) will report directly to the Resident Service Coordinator (RSC). The RSC-A will primarily assist the RSC in carrying out the Resident Services program (i.e., Community of Empowerment) and the Grocery Shuttle Program for the Bloomington Housing Authority (BHA): *Service & Opportunity in Motion* program. This position involves regular direct client contact and support and contact with the public, other agencies, the BHA resident council, and BHA staff. It is also important for this person to rearrange and track their schedule to meet the needs of the programs in tandem with the Resident Service Coordinator. Generally, this position requires working **at least 20 hours a week**, primarily during BHA's regular business hours (i.e., Monday through Friday, 8 am to 4 pm). This position will also require a regular commitment to work on Saturdays between 10 am-4 pm to operate the Grocery Shuttle service. At times, working hours during evenings and weekends may be required for special events. This is a grant-funded position.

Continuation of the role beyond this grant life will be contingent on subsequent funding availability.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Driving/Operating the minivan for the Summit Hill Grocery Shuttle program
- Complete Pick-ups & Deliveries for the Grocery Shuttle Program and Resource Pick-ups from Community Partners (e.g., Hoosier Hills Foodbank, Monroe County Humane Association, All Options, etc.) for distribution at the Community Resource Pantry.
- Oversee Weekly Computer Lab and assist patrons (and BHA clients) with on-demand direct support in linking to essential resources (e.g., support completing paperwork, troubleshooting service connection issues, advising on known community resources, etc.).
- Door-to-door distribution of the newsletter to resident dwellings as well as flyers or notices as needed.
- Help applicants complete applications for BHA housing programs, including RAD and Housing Choice Voucher waitlist.

- Gain an understanding of the BHA Resident Services Program and a basic understanding of RAD and Section 8 policies to assist participants.
- Write professionally in email communication and other promotional documents.
- Basic clerical work, including filing, faxing, or mailings.
- Assist with volunteer recruitment for events.
- Ability to navigate city and government websites as well as research agencies and services online or by contacting them through email or phone.
- Be able to work independently and manage time on varying tasks, as well as stay organized and meet deadlines
- Help plan events, including contacting agencies or businesses.
- Attend meetings with BHA staff or on their behalf as a BHA ambassador within the community.
- Post updates on BHA Social Media accounts when needed.
- Other duties as reasonable and assigned.

## **MINIMUM QUALIFICATIONS:**

The requirements listed below represent the degree, knowledge, skill, and/or ability required.

- ✓ Must have a current, valid Indiana driver's license and clean driving record
- ✓ Must be able to safely and reliably operate a mini-van
- ✓ Must have basic knowledge in how to operate a computer (Windows OS)
- ✓ Must have basic knowledge in how to interface with & utilize the internet to conduct research and other business in service of duties
- ✓ Must have basic knowledge of Microsoft Office suite; proficiency in Microsoft Word is required
- ✓ Must be willing and able to work a variety of hours.
- ✓ Excellent verbal and written communication skills.
- ✓ Access to reliable transportation is preferred
- ✓ Knowledge of local social services and resources is preferred
- ✓ Must have a phone and be accessible. (A BHA phone may be provided.)
- ✓ Must have no prior felony convictions.

## **WORKING AND PHYSICAL CONDITIONS:**

Indoor and outdoor environments; exposure to office computer screens, exposure to extremes in weather conditions. Walking, lifting, stooping, speaking, depth perception, carrying, reaching, hearing, sitting, balancing and handling. Ability to climb stairs and walk approximately two to three hours when flyers need distribution. Ability to carry, unload, and maneuver bulk items ranging in weight (up to 50 lbs).

**How to Apply:** Anyone wishing to apply for this position can send your resume and cover letter to Rukus Harris at [rharris@blha.net](mailto:rharris@blha.net). The deadline to submit all required documents is November 23, 2024.

*The Bloomington Housing Authority provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*