

MID CENTRAL COMMUNITY ACTION, INC.
JOB DESCRIPTION

Job Title: Mayors Manor Program Coordinator

Position Level: 5, full time, non-exempt

Supervision Received: Director of Affordable and Supportive Housing Initiatives

Supervision Exercised: Mayors Manor Residential Assistants & applicable interns/volunteers

Job Summary: Responsible for overseeing the daily operations and compliance of Mayors Manor; have knowledge of how to run a LIHTC property; responsible for case management, intake, lease compliance, and file maintenance. This position is also responsible for timely and accurate reporting to all funders.

Specific Skills:

- Provide staff supervision.
- Handle grievances in consultation with supervisor.
- Serve as liaison to all vendors and maintenance personnel.
- Empathy and respect for the resident population.
- Provide case management for residents including assisting with goals, budgeting, and life skills.
- Ensure residents are complying with building rules and lease agreements.
- Provide residents with work order request forms and coordinate with maintenance for work to be done.
- Organize outside agencies to come in for monthly training and/or activities for the residents.
- Provide monthly resident meeting and assist with resident council meetings.
- Maintain and document support activity, including referrals to outside agencies in residents' files and in appropriate databases.
- Maintain files on tenants and document services in computer data system.
- Fill vacancies by using a priority list provided by the CoC.
- Complete application for residency, background checks, leasing, and other move-in paperwork.
- Ensure compliance with confidentiality of the residents and their files.
- Ensure complete documentation is in each tenant file, in the format specified by IHDA, HUD, and the City of Bloomington Housing Authority.
- Conduct building and unit inspections monthly.
- Ensure all monthly reporting is complete and accurate.
- Research additional funding and apply for grants annually.
- Maintain the onsite food pantry including food pick up from local food banks.

Job Specifications:

Physical Requirement: Ability to carry out assigned tasks, including but not limited to, lifting approx. 50 pounds, going up and down stairs; physical capability to work at a desk and work with files. Night and weekend availability as needed.

Educational Requirements: LIHTC and/or property management experience a must.

Prior Experience: Knowledge of community action agency programs and services preferred; 3 years (minimum) experience working with vulnerable populations, overseeing program delivery, completing grant reports, and providing staff supervision.

Other: Commitment to MCCA's mission, vision, culture, goals, and objectives.

Mid Central Community Action is an Equal Opportunity Employer. We are deeply committed to providing a diverse and inclusive environment for our staff and clients.