



WAYNE STATE UNIVERSITY

		ISSUED: 2.8.2022
TITLE: Housing Administrative Coordinator	SALARY TABLE: AP	CLASS CODE: PN
UNION: P&A, Local 1979, U.A.W.	SALARY GRADE: 11	EEO CODE: 5
JOB GROUPING:	FLSA: NonExempt	EMPLOYEE CLASS: PN386

POSITION PURPOSE

Provides coordination and leadership to Ryan White HIV/AIDS Program Part D Women and Children’s Housing Project by overseeing all residential and building operations, with primary responsibility for day-to-day operations within the residence. Serves as member of program leadership team responsible for overseeing compliance with policies and procedures, safety standards, scheduling of housing staff and acts as the liaison for those who maintain occupancy. Reports to Program Supervisor of Women Organizing Resources and Knowledge.

Essential Job Functions	% Time
Coordinates household activities associated with monitoring and maintenance of the property including ensuring 24 hr. staff coverage. Manages utility bills and other services required to maintain household and monitors program expenditures and budget. Identifies maintenance requirements and schedules property maintenance. Maintains inventory for supplies and materials including cleaning and office supplies. Creates the schedule for other support staff to ensure 24 hr. coverage. Schedules any on-site support services required for residents.	35%
Works with support staff and other community partners to provide comprehensive client centered services and programming.	25%
Monitors and reviews support staff documentation regarding home and residents to ensure the team remains aware of any health and safety issues or situations affecting the residence, individuals, family units or program operations. Provides crisis intervention, conflict resolution and applicable support needed to promote and maintain cooperative engagement in program goals.	20%
Develops required program reports. Organizes staff meetings. Participates in leadership and other community partnership meetings. Attends appropriate training and development opportunities.	15%
Performs other related duties as assigned.	5%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

Education Bachelor's degree

Bachelor's degree in Human Services, Social Work or a related field from an accredited college or university. Candidates with an Associate's degree and five years of experience working in a Ryan White Program may be considered.

Experience Experienced (minimum 2 years of job-related experience)

Two or more years experience working with people living with HIV required. Two or more years working with Ryan White HIV/AIDS Program funded projects in the capacity of a Medical Case Manager or Early Intervention Specialist preferred. Experience working with underserved communities is preferred.

Knowledge, Skills and Abilities

- Requires working knowledge of Ryan White HIV/AIDS Program Continuum of Care, other community-based governmental entitlement programs, and Housing and Urban Development and Housing Opportunities for People with AIDS.
- Ability to establish and uphold boundaries with staff and residents to ensure parity in treatment. Must also be able to think critically, and be comfortable with public speaking.
- Ability to compare and contrast data, familiarity with Plan Do Study Act cycles, and able to identify data trends.
- Good working knowledge of Microsoft Office applications, virtual meeting platforms, and Adobe DC.
- Ability to coordinate household operations and management with staff.
- Ability to organize meeting minutes, order supplies and resources.

WORKING CONDITIONS

Normal office environment.

ADDITIONAL COMMENTS

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