

## **NEIGHBORHOOD SERVICES COORDINATOR**

### **PURPOSE AND NATURE OF WORK**

This is responsible administrative and supervisory work in coordinating the activities of the Neighborhood Counseling Services Program. Work involves planning, organizing, and supervising the day-to-day activities of counselors engaged in assisting residents of low-income areas with various personal, financial, and housing needs.

General supervision is exercised over a small staff of Neighborhood Counselors and clerical employees. The incumbent works under the general direction of the Human Services Manager.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Plans, organizes, implements, and supervises all Neighborhood Counseling Program activities. Plans and implements special projects. Collects and provides data for grants and proposals. Maintains the Housing Discrimination Complaint Hot Line. Maintains records and prepares necessary reports detailing staff and program activities. Works with the Council of Neighborhood Organizations. Makes presentations to various boards, neighborhood groups, and social service agencies on the Community Development Block Grant activities. Coordinates services with other City-Parish and community service programs and organizations.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of special needs of low-income and unemployed families and individuals.

Knowledge of HUD administered housing programs.

Knowledge of various community services.

Ability to plan and supervise the work of others.

Ability to establish and maintain effective working relationships with other employees, volunteers, and other community service program personnel.

Ability to communicate effectively with individuals and groups from various socio-economic and educational backgrounds.

Ability to maintain moderately complex records and prepare required reports.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four-year college or university with major course work in social welfare or related field and supervisory experience in community service work; or any equivalent combination of training and experience.

### **NECESSARY SPECIAL QUALIFICATION**

Possession of a valid Louisiana Driver's License.