
Housing Authority of the Cherokee Nation Human Resources Job Description



Job Title: Manager, Community Youth Development & Adult Resident Services

SUMMARY: Manages the resources of community services and any other departments or entities into integrated efforts to involve the participation of Cherokee youth and adults with organized communities of the Cherokee citizens to address locally identified needs, advocate for the inclusion of community youth and adult resident services into community service programs, and to facilitate the development of the capacity of community youth and adults to collectively address their issues through technical assistance, information and organizing efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

Manages and assigned community service personnel to create successful community youth and adult resident service projects.

Coordinates outside resources to create successful community youth and adult projects.

Organizes events and activities to facilitate youth & adult participation and involvement in community projects.

Develop and maintain a directory of community leaders, contacts, volunteers, and other potential participants in youth and adult activities.

Advocates for resources to be directed to youth and adult communal activities whenever possible.

Encourages the development of the future leadership of Cherokee community you and adult resident projects.

Establishes work plans and measures to determine successful community youth and adult resident projects.

Identifies barriers to the involvement of youth and adult resident services in community activities and works with communities to resolve them.

Communicates with communities to inform them of available

PREPARED BY: HUMAN
RESOURCES

DEPARTMENT: HOUSING
MANAGEMENT

REPORTS TO: AS ASSIGNED

Employees are held accountable
for all duties and responsibilities of
this job.

opportunities and needed information to participate in or complete projects.

SUPERVISORY RESPONSIBILITIES: Directly oversee 5-10 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

ACCOUNTABILITIES: The level of responsibility/ accountability required to successfully accomplish the essential duties of this job is as follows.

Heavy (Sets work procedures, priorities, levels of responsibility and objectives.)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATIONAL REQUIREMENTS: Bachelor's degree from 4-year college or university in Social Services, Communications, Indian Studies, or other related field; or six years related experience; or equivalent combination of education and experience.

EXPERIENCE REQUIREMENTS: Additional 4 years' related experience.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license with a driving history verified through a motor vehicle This position has no supervisory responsibilities.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

OTHER SKILLS AND ABILITIES: None.

OTHER QUALIFICATIONS: Embraces and implements the Job Language/Community Cherokee Nation Strategy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.