



ARRA PROJECT MANAGER
Area 2 Agency on Aging / REAL Services, Inc.

Department: Community Services
Reports to: Community Services Director
Status: Full-time; Temporary
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Approved by: Rebecca Zaseck 12/18/09

JOB SUMMARY

This position will manage the project designated for the use of the American Recovery and Reinvestment Community Services Block Grant

ESSENTIAL DUTIES

Administer ARRA CSBG in the five-county service area.
Refers client to services available through community agencies and organizations.
Provides information and referral services to potential clients.

RESPONSIBILITIES

Connect and work with local governments and non-profit agencies.
Understands reporting requirements and trains sub grantees.
Completes required documentation and reports in a concise, timely manner.
Ensures that sub-granted agencies comply with regulations set by Indiana Housing and Community Development Authority and Federal Government.
Works as a liaison between IHCDA, REAL Services and sub grantees.
Keeps the Director updated and apprised of program status.
Review reimbursements for completeness prior to approval by the Director.
Attends staff meetings and training sessions.
Visits agencies to answer questions and monitors agencies to ensure compliance as needed.
Other responsibilities as deemed appropriate by Director of Community Services.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

Bachelor's Degree in social work or related field
Two years direct experience in social services field is preferred.
Bilingual skills are a plus.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The ability to understand requirements of the ARRA Community Services Block Grant and
Ability to understand and relate to partner agency/organizations.
Ability to understand other programs offered by the agency to assist low-income families
Ability to support the objectives of the Agency.
Ability to perform independently.

Ability to self-start.
Ability to be accountable for time management.
Ability to follow designated instructions and grant guidelines.
Good written and oral communication skills.
Good interviewing, organizing and assessment skills.
Knowledge of the geographical area.
Knowledge of community resources.
Basic knowledge of Microsoft Office programs.
Ability to maintain confidentiality.

DIFFICULTY OF WORK

The work is repetitive in nature inasmuch as the same forms and procedures are utilized continually but does involve variables when working with specifics of the sub-granted agencies.

PERSONAL WORK RELATIONSHIPS

Community Services Director
Other self-sufficiency Case Managers.
Other REAL Services staff.
Indiana Housing and Community Development Authority.
Governmental agencies in the five-county service area
Other community agencies and organizations that provide client services.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The physical demands and work environment 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.

While performing the duties of this job, the employee is usually seated, standing, or walking at will in a typical office setting. Very limited physical effort required. Regular and recurring travel may be required.

Dependable transportation and valid driver's licenses

Some out of the county travel may be required.

Normally seated or walking at will; regular and recurring travel. Approximately, 50% work in office, and 50% work in field.

CONDITIONS OF EMPLOYMENT

Successful candidate must submit to a pre-employment drug screening and a limited criminal history check.

Proof of educational credentials is required at time of employment.

This position has a six- (6) month probationary period.

Employee Signature (Date)

Supervisor Signature (Date)