

## **POSITION DESCRIPTION**

**Title:** Resource Development Manager

**Reports To:** Executive Director

**Supervises:** Tutor

**Location:** Yreka Housing Authority Office

**Salary:** \$18.00 to \$25.00 per hour, depending on experience

**Classification:** Full Time, Regular, Exempt

**Summary:** The Resource Development Manager shall develop educational and workforce opportunities for residents living within the KTHA housing communities. In addition, the employee will manage the Yreka computer center and provide computer training for KTHA staff and residents.

**Responsibilities:**

1. Shall work with Security and Emergency Services Officer in providing crime prevention and drug awareness activities for KTHA residents.
2. Shall assess residents individually determining the type of employment desired and current skill level.
3. Shall develop a plan which lists steps necessary for the resident to reach their goal.
4. Shall network with local agencies and schools, including, but not limited to College of the Siskiyous, STEP, Karuk Tribe Substance Abuse Counselors, California Indian Manpower Consortium (CIMC), Northern California Indian Development Corporation (NCIDC), Private Industry Council, and Karuk Tribal Departments to identify potential employers and educational resources.
5. Shall provide residents with assistance in obtaining their General Equivalency Diploma (GED).
6. Shall work with KTHA Tenant Relations Officers to identify need and obtain referrals for program participants.
7. Shall be responsible for developing and managing a resident computer center in Yreka and obtaining any necessary hardware and software.
8. Shall teach residents computer skills.

9. Shall perform case management for all participants.
10. Shall supervise the Tutor position.
11. Shall provide monthly written reports to the KTHA Board of Commissioners.
12. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
13. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess a BA in Education or a minimum of four years of experience in an education or workforce development related field.
2. Must possess computer skills and have the ability to teach those skills to others.
3. Must have the ability to communicate effectively, both verbal and written.
4. Must act in a professional manner and serve as a role model for residents and resident youth.
5. Must have the ability to use sound judgment, tact, and diplomacy.
6. Must have the ability to work closely with residents.
7. Must have the ability to develop and establish rapport and network with local, Tribal, and State agencies.
8. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
9. Must adhere to confidentiality policy.
10. Must successfully pass a pre-employment drug screening test and a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in

accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

**Board Approved:** September 12, 2011

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_