



The Topeka Housing Authority Open Positions

An Equal Employment Opportunity Employer

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THA Employment Opportunities Open to the Public:

(Click the below box to take you to the job description)



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Job Title:	Youth & Family Coordinator	Hourly Rate:	\$9.27- \$11.55 Depending on Experience
Start Date:	Immediately Hours: 25 - 40/week (approximately 40 hours during the summer break) Monday through Friday – Part Time Permanent	Reports To:	VP of Leasing/Tenant Services
Department:	Administrative	HR Contact:	Aubrey Coufal
Applications:	Email: acoufal@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application
Job Description:			

I. THA'S VISION

Successfully provide quality, accessible, affordable housing. Success is defined as: putting applicants, tenants, and participants first; market competitiveness; and, financial strength and integrity.

II. TASKS

This staff member will perform the Youth and Family Coordinator tasks described below in a combination to be reviewed and agreed on at least annually.

A. Family Assistance

Assist in the design, initiate and provide leadership for THA programs for adults, children, youth and families. Actively encourage and promote participation in these programs. Assist and encourage providers of programs and services to act in partnership to assist THA adults, youth and families. Provide and support training and assistance for THA adult, youth and families.

B. Youth Guidance

Oversee youth workers and the activities of program participants and report incidents/accidents as appropriate. Insure the safety of youth at all times. Provide discipline and guidance to youth in accordance with Topeka Housing Authorities procedures.

C. Building Responsibilities

Insure that building, equipment and resources are used properly. Report needed building and equipment repairs. Ensure the security of the building and equipment. Work hours as assigned.

D. Other Duties as Assigned

Perform other duties of a similar level of responsibility and complexity as assigned.

III. CONTINUOUS IMPROVEMENT

A. Promote innovation and positive change

B. Improve THA programs and systems

C. Improve THA facilities and complexes

D. Participate in training and capacity building events as assigned

Youth & Family Coordinator Position Description

IV. KEY TRAITS

- A. Ability to learn, absorb, process and apply information
- B. Listening and oral communication skills
- C. Sound academic skills---reading, writing, computation
- D. Adaptability, creative thinking and problem solving, openness to change
- E. Self-management, self-esteem, goal orientation
- F. Effective in/with groups; interpersonal, negotiation, and teamwork skills
- G. “Big picture” view of the organization; leadership skills; ability to organize and motivate one’s self and others

V. KNOWLEDGE

- A. Safety and security methods and techniques
- B. Mediation and problem resolution techniques
- C. Standard procedures for the dealing with liability issues relating to the operation of children and youth programs---confidentiality, reporting suspected abuse, sexual harassment, interaction with parents/guardians, etc.
- D. The design and operation of after-school and summer programs for children
- E. Anti-poverty strategies and programs

VI. SKILLS

- A. Good time management skills and the ability to manage multiple tasks simultaneously
- B. Ability to problem-solve and resolve conflict situations effectively
- C. Ability to interact effectively with THA staff, THA residents, program and service providers, educators, law enforcement officials and other persons who work with THA residents
- D. Ability to follow written and oral directions

VII. PHYSICAL REQUIREMENTS

- A. Work around and with children and youth in everyday program settings as well as in emergency situations
- B. Ability to lift at least 50 pounds.

VIII. EDUCATION, SPECIAL LICENSES/CERTIFICATES

- A. Valid Kansas Class C Drivers license
- B. Specialized certification as assigned
- C. High school diploma or equivalent required
- D. Some college or advanced training preferred
- E. Acceptable driving record for insurance purposes

IX. EXPERIENCE

- A. Two years of working with children and/or youth required
- B. Two years of children/youth related post-secondary academic training preferred
- C. An equivalent combination of training and experience
- D. Experience with affordable housing programs and residents preferred

X. SUPERVISORY RESPONSIBILITY

Provide oversight for the work of temporary, part-time staff, volunteers, and/or interns