

INCA Community Services

Job Description



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| Title: | CSBG/Housing/Capacity Director | Reports to: | Executive Director |
| Program: | All Programs | Status: | Full Time/Exempt/Full Benefits |
| Approved: | March 2024 | Wage: | (see Salary Scale) |

Benefits: Health, Dental, and Life Insurance, Sick and Annual Leave, Retirement Program (401k), All paid holidays.

Job Summary: As Director will provide oversight, coordination, and development to sustain and expand the resources and visibility of INCA Community Services. Will be responsible for compliance with the Community Service Organization Standards to help create practices that will contribute to decision-making, capacity building, and achieving the goals of the agency.

Responsible for the agency's ROMA (Results Oriented Management and Accountability) systems including Community Needs Assessment, Strategic Planning, Logic Models, and Community Action Plan. Coordinates, provides training, and assists Board of Directors, management and staff in identifying community needs and improvements, developing strategies, setting measurable goals and assisting with strategic plans. Assures that the information and data is accurately inputted into the ROMA data collection system and reports generated showing the results and effectiveness of programs and activities operated by the agency.

Responsible for administration of the agency's Housing Programs including Homelessness. Shall coordinate and supervise all housing and projects, staff and contractors and all other activities involving housing programs. Duties include but not limited to: preparing necessary reports for funding sources and management; marketing; budgeting; and grant writing.

This position has a non-recurring access to a vulnerable population.

Essential Functions: The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Capacity Director

1. Manage and assist the agency to support compliance, build capacity, and achieve the goals of the agency.
2. Review, maintain, and update as needed agency practices to support compliance with the Organizational Standards to help create a results-orientation to decision-making, capacity building, and achieving the goals of the agency.
3. Responsible for the development and completion of INCA's Community Needs Assessment, Logic Models, Annual Report and Strategic Plan.
4. Coordinates, provides training, and assists Board of Directors, management and staff in identifying community needs, assists with the development of strategies, and setting measurable goals.
5. Develop and utilize forward-looking, innovative, predictive logic models and activity-based analyses to provide insight into organization/program operations.
6. Responsible for semi-annual reports to the Board of Directors and the annual update on the success of specific strategies included in the Community Action Plan.
7. Participate and provide monthly, quarterly and annual updates to the Leadership Team and Board of Directors on the agency/programs logic modules, current service and goals report and strategic planning to assist with decision making.
8. Meet with the planning committee, staff, and board of directors to analyze areas of need; plan training to meet area needs and research effectiveness.

9. Maintain and upkeep demographic data on service area. Analyze socio economic information and other data on local communities served for utilization in planning. Maintain archives of information about communities and families served by INCA Community Services necessary for donor stewardship and current/future funding sources.
10. Develop, implement, and promote strategies for fund development and the creation and implement of innovative and collaborative (pilot) programs with emphasis on generational poverty and program/service expansion.
11. Assist in the preparation, data collection, and submissions of funding proposals to federal, state, private foundations and corporations.

ROMA Administrator Duties

1. Oversees and coordinates the Results Oriented Management and Accountability (ROMA) system (assessment, planning, implementation, achievements of results and evaluations) and the data report system.
2. Create and maintain an agency-wide ROMA culture.
3. Designs, updates, and implements the ROMA Implementation Plan.
4. Ensures all staff are educated on the purpose and use of the ROMA system by providing training in the basic principles of Results Oriented Management and Accountability theory and techniques.
5. Works with data entry staff to ensure data entry is entered accurately and completely into ROMA Systems in a timely manner.
6. Assures the accuracy and timelessness of all reports generated from the ROMA data system including but not limited to monthly reports, and annual reporting.
7. Responsible for the submission of the yearly annual report to the Oklahoma Department of Commerce.
8. Participates in statewide ROMA professionals group and ANCRT to maintain up to date knowledge on state or federal ROMA guidance.
9. Provide feedback, input, support or guidance to agency leadership team (Board Of Directors, Executive Director, senior management staff) and staff, regarding the essential elements of the aspects of the ROMA Cycle
10. Lead the agency in developing and following a Local Theory of Change
11. Meet all requirements to maintain NCRI certification.

CSBG Director Duties

1. Responsible for the submission and revisions of the Community Service Block Grant (CSBG), State appropriated CSBG, and related applications, revision, reports on OK-Grants.
2. Responsible for the budgeting, expenditures, and reports of projects and program funds. Assures that all costs are allowable, necessary and reasonable.
3. Responsible for the preparation of assigned community service grant applications, funding packages, proposals, contracts contract billings and license renewals as assigned by the Executive Director.
4. Responsible for all reporting, documentation, and planning required in contract terms of the Community Services Block Grant (CSBG), State appropriated CSBG, and related applications.
5. Coordinate program activities with activities of other programs in times of emergency or supplemental services.
6. Make formal and informal presentations to community partners to deliver program information.
7. Participate in workshops and training to stay abreast of changing trends that might impact the community and state.

Housing Director Duties

1. Responsible for the administration of all Housing and Homeless projects ensuring operations in a manner that is consistent with the requirements of the contractual agreements, laws and regulations and funding sources.
2. Responsible for the budgeting, expenditures, and reports of project and program funds. Assures that all costs are allowable, necessary and reasonable.

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| <ol style="list-style-type: none"> 3. Prepares and submits grants and related information; such as accountability reports on the progress, contracts, contract billings, project amendments 4. Coordinates monitoring and visits and prepares formal responses to monitoring reports. 5. Responsible for the bid solicitations from interested contractors, site development, compliance with various building codes and regulations, and final completion of housing project. 6. Serves as coordinator between housing funding sources to promote efficient and continual cooperation to accomplish project goals in a timely manner. 7. Assures compliance with federal rules and regulations pertaining to community development and housing; 8. Advises and consults with clients/applicants requesting housing program assistance. |
| General Duties |
| <ol style="list-style-type: none"> 1. Attend work punctually and regularly to provide consistency of service. 2. Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance. 3. At all times maintain a professional attitude and confidentiality of all records and information. 4. Demonstrate commitment to mission, values, and policies in the performance of daily routines. 5. Perform other program-related assignments as designated 6. Present a positive image of the agency to members of the community. |
| Supervisory Relationships |
| Works under the direction of the Executive Director and is accountable to the Board of Directors. |
| Knowledge and Skills |
| <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.</i> |
| <ol style="list-style-type: none"> 1. Excellent oral and written communication skills including writing marketing materials, newsletters, and public speaking. 2. Strong interpersonal communication skills and an ability to provide services to older adults and disabled 3. Ability to utilize social media outlets along with other conventional media of print and broadcast. 4. Ability to work as part of a team and independently with minimal supervision. 5. Ability to manage multiple projects simultaneously, and the ability to prioritize efficiently 6. Ability to lead and inspire others 7. Ability to deal with sensitive materials, demonstrating a high level of trust and respect for confidentiality of information. 8. Hands-On experience with current office equipment: phones, multimedia equipment 9. Hands-On experience and proficiency with: computer hardware and software including but not limited to: Microsoft Office, Internet and e-mail. |
| Qualifications |
| Education: |
| Degree preferred in not for profit management, business administration, or related fields. |
| Experience: |
| <ol style="list-style-type: none"> 1. Three to five years of related experience can be used in lieu of degree. 2. Preferred experience in administration, including working with budget constraints; 3. Required experience in reading, interpreting and implementing guidelines and following written and oral instructions; 4. Required experience in a not for profit setting; 5. Required proficient computer skills and knowledge including Microsoft Office and Excel, Internet, and E-mail. 6. Comfortable speaking in public settings and to a variety of people. |

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| General: | | | |
| <ol style="list-style-type: none"> 1. Must be twenty-one years of age or older. 2. Must have reliable transportation, a valid Oklahoma driver's license, liability insurance on personal vehicle. 3. Must pass: <ol style="list-style-type: none"> a. Physical b. Drug/Alcohol Testing clearance required c. Motor Vehicle Report (MVR) d. Criminal Background check including: <ol style="list-style-type: none"> i. NSOPW (national sex offender) ii. Child Care Restricted Registry (Joshua's List) iii. FBI fingerprint-based criminal history as required of the ODHS 4. Must be able to work a flexible schedule including some evenings and/or weekends. 5. Obtain National Certified ROMA Implementator (NCRI) within the first year of hire. | | | |
| Physical Requirements: Employee must be able to: | | | |
| <i>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.</i> | | | |
| <ol style="list-style-type: none"> 1. Sit for extended periods of time; 2. See and read a computer terminal and printed matter with or without vision aids; 3. Hear and understand speech at normal levels and on the telephone with or without hearing aids; 4. Speak so that others may understand at normal levels and on the telephone; 5. Enter data into a computer terminal, operate mainframe/personal computers, operate standard office equipment and dial a telephone; 6. Operate a motor vehicle; 7. Clear and understandable speaking ability; 8. Some travel by auto with exposure to traffic in year round weather conditions; 9. Occasional travel with overnight stays; 10. Work in a clean office environment with moderate noise levels. 11. Lift and carry 0 to 20 pounds to waist height. | | | |
| INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER | | | |
| Acknowledgment: I acknowledge receipt and understand the contents of this job description. | | | |
| Signature of Employee: | | Date: | |
| <p>INCA Community Services, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, INCA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts INCA's right to assign or reassign duties and responsibilities to the job at any time.</p> | | | |