



Join Our Team

An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
24-031	Jobs Plus Program Manager
Number of Openings	Compensation (Depending on Experience)
One or more (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$77,039.45 (Step 1)- \$123,159.50 (Step 20) annually <i>The typical starting range for this position is between \$77,039.45 and \$85,037.26, DOE.</i>

*This is a grant-funded position, and continued employment is contingent upon receipt of grant funds.

Opening Date	Closing Date
September 4, 2024 <i>Applications are reviewed on a rolling basis.</i>	September 19, 2024 (or until filled) <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
<p>This position is open to both internal and external applicants. Applicants should (required):</p> <ul style="list-style-type: none"> ▪ Complete an application online - to apply, click here ▪ Submit a cover letter and resume <p style="text-align: center;">Incomplete applications will not be considered. <i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	<p>Upon a conditional offer of employment, candidates must successfully:</p> <ul style="list-style-type: none"> ▪ Complete a background investigation which may include: (<i>education, criminal history, credit, fingerprints, and DMV</i>) ▪ Pass a workplace drug test (including marijuana*) ▪ Possess a valid State of Nevada driver's license ▪ Possess a clean driving record

*As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.

Employee Benefits
<p>Pay is only part of the generous compensation package you receive while working for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting a Job Plus Program Manager to join our team. Through its affordable housing, housing choice voucher/section 8, and conventional public housing programs, SNRHA provides affordable housing to low- and moderate-income households. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - www.snvrha.org.</p> <p>If relocating from out-of-state, more than its famous Strip, which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S., with residents enjoying no state income tax, county income tax, inheritance tax, and lower property taxes.</p>

Position Summary
<p>The Jobs Plus Program Manager develops, implements, coordinates, and conducts Job Plus Program services to improve public housing residents' work readiness, employment, and income; collects, compiles, and analyzes data on public housing residents' work readiness, employment, and income. Plans, develops, and implements programs and services consistent with the U. S. Department of Housing and Urban Development (HUD) Jobs Plus Initiative Program. Administers and coordinates Job Plus Program services. Establishes and maintains contacts</p>

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

with public housing community participants to promote resident job training and employability access. Acts to assure local program compliance with Job Plus Initiative grant requirements. Communicates, coordinates, and collaborates with staff, residents, partners, and other parties to promote Jobs Plus Programs services. Prepares and submits memoranda, reports, and other documents.

Duties and Responsibilities

This announcement summarizes typical job functions and does not exhaustively or comprehensively list all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Collects, compiles, and analyzes data on public housing resident work readiness, employment, and income: leads surveys to assess employer skill requirements and resident training needs; identifies current and future employment needs of low-income family populations; assesses the availability of local programs and services for public housing residents; and performs other program-related research as needed.
- Plans, develops, and implements programs and services consistent with the HUD Jobs Plus Initiative program: collaborates with others to determine program or service content; plans and develops program; plans and executes program marketing effort; conducts the program, including conducting training assignments, as directed; monitors program results in using standard techniques, include pre- and post-testing, proficiency testing, and other means; and takes corrective action as needed.
- Administers and coordinates Jobs Plus Program services; administers and coordinates workplace readiness training and education programs for program clients; administers and coordinates skill training programs; coordinates program activity with program partners and NRHA staff; and identifies program issues and takes corrective action.
- Markets and promotes the Jobs Plus Programs services to residents and recruits program participants; plans, develops, and implements marketing plans; directs staff on how to market the program; assesses the effectiveness of marketing efforts; and takes corrective action as needed.
- Establishes and maintains Job Plus Program relationships with public housing residents to promote the training and hiring of public housing residents and counsels residents on the availability of housing assistance provided by local agencies.
- Establishes and maintains Job Plus Program partnerships with local human service agencies. Coordinate services and referrals.
- Acts to assure local program compliance with the Job Plus Initiative grant requirements; monitors services for compliance; and prepares and submits compliance reports.
- Supervises staff to ensure effective delivery of services; performs the full range of supervisory activities, including but not limited to assigning and coordinating work; acting on employee problems; hiring, promoting, training, developing, disciplining, and rewarding employees.
- Assist other SNRHA staff in coordinating self-sufficiency initiatives with community partners.
- Monitors Jobs Plus Program services coupled with other educational and employment programs; monitors and evaluates the training needs of public housing residents; monitors and evaluates the effectiveness of training programs; monitors external workforce programs to assess their effectiveness and applicability to public housing residents; and performs other monitoring assignments as directed.
- Serves as a member of workforce development teams and committees.
- Represents the Job Plus Program before government representatives and the public; serves as the primary point of contact on program issues.
- Presents the Jobs Plus Program before government representatives and the public; serves as the primary point of contact on program issues; may serve as a representative of SNRHA on external commissions and organizations.
- Presents reports in oral, written, graphical, electronic, or other appropriate forms: prepares and submits scheduled summary written reports to comply with HUD grant requirements and to report assignment progress and conclusions; may deliver oral reports and presentations on assignments and findings; uses standard software to design graphs, tables, figures, and other information graphics; prepares presentation slides using standard presentation software; and presents oral reports of finds as directed.
- Performs various administrative duties; prepares and submits correspondence, presentation materials, reports, and other documents; maintains databases; establishes and maintains confidential files; and performs other administrative assignments as directed.

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

- Assist staff in developing and submitting grant funding proposals.

*This position is **eligible** for participation in the collective bargaining unit (SEIU), which represents certain Southern Nevada Regional Housing Authority employees.*

Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully on the job. Applicants who meet minimum qualifications are not guaranteed an interview; however, they are further assessed to determine how well (s) they meet the position's minimum qualifications and the agency's immediate needs. Applicants must possess the following:

- Bachelor's degree in Social Work, Public Policy, Public Administration, Business Administration, or a related field.
- Three (3) of progressively responsible experience in the human services field.
- Exceptional organizational skills and ability to multi-task.
- Strong communication skills, both written and verbal, ensuring clear and effective interaction with customers and team members.
- Exceptional interpersonal skills.
- Proactive multitasker with the ability to self-manage time and tasks effectively.
- Commitment to maintaining a high level of professionalism and confidentiality.
- Strong problem-solving skills and exceptional attention to detail.
- Ability to analyze data, generate reports, and develop processes.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Minimum qualifications are used as a first step in identifying applicants who may perform satisfactorily on the job. Applicants who "meet" minimum qualifications are further assessed to determine how well they meet the minimum qualifications for the position. Evaluation factors include but are not limited to a cover letter, resume, writing samples, pre-employment testing, panel interviews, references, performance evaluations, and background investigation.

Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact our Human Resources Department (702.477.3170).

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.