

## Housing Authority of City of Milwaukee

### CLASS SPECIFICATION TITLE: MFI Project Coordinator

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	3	Non-Exempt	Grant/Mil. Fatherhood Init.	Dir. Of Comm.Prog. & Services

**CLASS SUMMARY:**

This position is responsible for providing outreach to organizations and performing related tasks in assisting with the daily operations of the MFI Program.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1.	Manage the Pathways to Responsible Fatherhood Grant at the Milw. Co. House of Correction
2.	Ensure that all Pathways reports, OWRA assessments, Pathways enrollment processes, and attendance forms are completed and submitted in conjunction with identified dates.
3.	Ensure all MFI staff that work on the Pathways Grant are trained in the Nurturing Fathers curriculum, OWRA assessments and enrollments.
4.	Ensure that all MFI staff maintains appropriate training and certification in the Nurturing Fathers Curriculum and OWRA assessments on an annual basis.
5.	Work with the Milw. Co. House of Correction to ensure a professional relationship and environment is maintained. Ensure that all Nurturing Fathers classes are taught exclusively by approved MFI staff.
6.	Assist the MFI Director in the compilation and construction of monthly, quarterly, semi-annual, and annual reports for MFI activities.
7.	Perform Case Management duties, including the submission, tracking, and monitoring of referrals.
8.	Work with the MFI Director and the MFI Director and the MFI Media Team to coordinate media related events.
9.	Function as the primary back-up for the development, design, and implementation of the annual MFI summit and mini-summits.
10.	Performs other duties of a similar nature or level.

**TRAINING AND EXPERIENCE** (positions in this class typically require):

Associates degree in related field; 3-5 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS** (positions in this class typically require):

Licensing Requirements:

- None

**KNOWLEDGE** (position requirements at entry):

Knowledge of:

- Applicable federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Supervisory principles;
- Operations, practices, and policies of the MFI program;
- Department operations;
- Program mission and goals;
- Program development;
- Budgetary principles.

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#### **SKILLS** (position requirements at entry):

Skill in:

- Using computers and related software;
- Preparing reports;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

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### **Independent Judgment/Decision Making/Problem Solving:**

Performs duties within scope of general authority policies procedures, and objectives. Analyzes problems and performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures, and practices. Refers exceptions to policy and procedures to the supervisor.

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### **SIGNATURES:**

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**EMPLOYEE**

\_\_\_\_\_

**SUPERVISOR**