

## EXHIBIT 4: JOB DESCRIPTION

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### PRIMARY RESPONSIBILITIES

Promote and administer CAHEC's Community Programs

- Community Grant Program
- Technology Learning Center
- Resident Wellness Center
- Youth/Senior Recognition Program
- Adult Scholarship Program
- Home Ownership Program

Communicate with CAHEC regarding Community Program administration

Connect residents with local resources

Represent the property during compliance reviews

### ADDITIONAL FUNCTIONS *(as determined by site)*

Monitor the Technology Learning Center/Community Room

Generate and distribute monthly calendar and quarterly newsletter

Create and maintain welcome packets for new residents

Establish and maintain a community resource guide

Maintain the community scrapbook

Recruit volunteers

Plan and host resident activities such as

- Exercise classes/Sports
- After school program
- Arts & Crafts
- Computer training
- Complex cookouts/potlucks
- Movie night/Board games/Cards/Bingo

### COMMITMENT

At least 40 hours per month (8 - 10 hours per week, some after 5pm)

One-day initial training on Community Programs at CAHEC at beginning of service

Annual attendance at CAHEC conference/in-service training

### PREFERRED QUALIFICATIONS

Residence at CAHEC site

Ability to work effectively with all types of people

Basic computer literacy

Strong written and oral communication skills

Problem-solving ability

Self-motivation and the capacity to work independently or in a group

Work experience in the supportive service arena