

MEMORANDUM

To: Robert Healy, City Manager

FROM: Daniel J. Wuenschel, Executive Director 

DATE: July 29, 1997

RE: Council Order #053 - Funding for a Public Housing Community Organizer

For some time the CHA has considered establishing a part-time staff position entitled Tenant Liaison. The purpose of the position was intended to create a nexus within the CHA's organizational structure through which any tenant concerns, ideas, requests, etc., (outside of normal requests for maintenance or security assistance) could be channeled for appropriate response. Additional duties involving the providing of organizing assistance to existing tenant councils (upon their request) and initial organizing activities where local councils do not exist were also seen as part of this position.

This past spring saw the Council express a wish for a tenant community organizer for CHA developments to be funded by the City. At that time, I requested that you give me some time to try our original idea as described above. Since then the CHA has reached agreement with the Newtowne Court/Washington Elms Tenant Council to share some costs and time associated with the new position and we are about to initiate the hiring process which will involve the organized CHA residents and staff of the Authority. Attached is a copy of the job description for the position.

We hope to have someone hired and working in early to mid September with work with the Newtowne Court/Washington Elms Tenant Council among the top priorities, although other tenant councils and developments throughout the CHA inventory will be targeted as well.

If you have any questions, please give me a call.

Resident Liaison/Organizer

General Definition

This is a highly responsible, part-time position providing individual and group coordination between the Cambridge Housing Authority staff and its resident population. At the direction of the Executive Director, or his designee, the incumbent shall provide outreach and assistance to Agency residents and their tenant councils; assist tenant councils with proposals for funding, provide help with basic organizing activities and strategies; and maintain communication between Agency staff and the resident body as required.

General Duties

- Conducts outreach to tenants to increase participation in tenant councils, modernization meetings, and other tenant activities.**
- Assists specific tenant groups with acquisition of funding for tenant activities and helps coordinate the accounting of this funding.**
- Develops networks within the resident body to facilitate communication and problem resolution.**
- Assists with communication between CHA residents and Agency administrative or management staff.**
- Works with various Agency departments to anticipate and resolve problems involving residents.**
- Prepares written or oral reports to the Executive Director or other staff as required.**
- Attends staff and tenant meetings as required, some of which may occur evenings.**

Knowledge, Skills and Abilities

Experience with property management, preferably public housing and related programs.

Knowledge of the difficulties faced by low-income populations and the problems they may encounter.

Ability to establish and maintain effective communications with all levels of administrative staff and diverse groups.

Experience with proposal writing and grant administration.

Ability to utilize tact and persuasiveness to achieve program or Agency goals.

B.A. required. Demonstrated experience working with low-income populations. Bi-lingual skills preferred.



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17.

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

August 4, 1997

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 24, regarding a report on the funding for a public housing community organizer, received from Executive Director of the Cambridge Housing Authority Daniel Wuenschel.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
attachment

Consent Agenda #17

Cal
S-81516

Relative to Awaiting Report Item
Number Twenty-four, regarding a
report on the funding for a public
housing community organizer.

December 22, 1997

Referred to City Manager
on motion of
Councillor Triantafyllou

Copy sent
12-24-97
mc

In City Council August 4, 1997

Chalk Right was
exercised by

Councillor Triantafyllou

September 8, 1997

Tabled by
Councillor Triantafyllou