

<b><u>Position Title</u></b>	<b><u>Davis County Resident Services Assistant at Mercy Housing</u></b>
Part-Time or Full-Time	Less than 100% time
College/Unit	Extension
Department	Cooperative Extension/ Northern Region
Requisition Number	050757
Position Summary	<p>Assists the on-site Resident Services staff at Mercy Housing (Kaysville, Utah) in fostering and implementing residents' initiatives to create and strengthen a healthy community. Assists in planning age appropriate activities for residents, which are healthy, safe, and outcome oriented. Promote improvement in residents' education and skill levels, self-esteem, leadership, responsibility, community building. Encourage residents to explore opportunities on-site or in the larger community, where possible.</p> <p>This is a part-time (10 hour a week), non-benefited position located in Kaysville, Utah. Hours are: Monday-Thursday 3:00-5:00 PM, Friday 2:00-4:00 PM (may be adjusted for High School Senior).</p>
Responsibilities	<ul style="list-style-type: none"> <li>-Facilitates activities for residents, encourages respect among participants, for the property, and the program.</li> <li>-Coordinates and communicates with on-site personnel to schedule activities and to utilize space and materials.</li> <li>-Publicizes activities to the residents; recruits and encourages attendance for events.</li> <li>-Documents attendance and program outcomes. Keeps records of activities, and an accurate accounting of funding received and utilized.</li> <li>-Assists Resident Services staff in surveying and asset mapping, data entry, or other work as needed.</li> <li>-Assists with communication between residents, staff and community partners.</li> <li>-Assists in developing community partnerships to assist in meeting the needs of the residence.</li> <li>-Job functions may change as needed to meet the needs of the property.</li> </ul>
Minimum Qualifications	<p>Education: High School diploma (High School Seniors considered)</p> <p>Experience: one year related experience or education desired.</p> <p>Abilities:</p>

	<ul style="list-style-type: none"> <li>-Interest in working in a housing environment with people of diverse cultures and backgrounds.</li> <li>-Ability to listen actively and work collaboratively.</li> <li>-Ability to communicate effectively with individuals and groups</li> <li>-Ability to lead groups and foster leadership in others.</li> <li>-Basic computer skills</li> <li>-Basic writing skills</li> </ul>
Preferred Qualifications	Post high school training in services for specific populations, recreation community development planning or equivalent preferred.
Special Instructions to Applicants	Along with the online application please attach: 1) A cover letter 2) A list of the names and contact information of three references
Required Applicant Documents	Cover Letter Transcripts References
Optional Applicant Documents	Resume Reference Letter 1 Reference Letter 2
Review Date	04-09-2007
Position Close Date	Open Until Filled
Salary	\$7.14 per hour
Percent of Time or Hours per Week	10 hours/week

To apply for this position visit the Utah State University [Careers page](#).