

# Newport Housing Authority

440 LENNON CIRCLE, NEWPORT, TN 37821

Richard G. Harwood, Chairman  
Mitchell Webb, Vice-Chairman  
Mike Hannon  
Genevieve Dalton  
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Walter L Cole  
Executive Director  
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June 2, 2026

ROSS Coordinator Assistant Position Applicant – 28 hours @ \$18 per hour. Newport Housing Authority is taking applications/Resumes for this position till July 8, 2026. A HUD-funded **ROSS (Resident Opportunities and Self-Sufficiency) Coordinator assistant** connects public or Indian housing residents to supportive services. They assist the lead coordinator in assessing needs, delivering life-skills training, and tracking participant progress toward economic independence, housing stability, and aging in place.

## Core Responsibilities

- **Resident Assessment & Intake:** Perform initial evaluations, identify barriers (e.g., employment, health, childcare), and build individualized training and service plans.
- **Service Coordination:** Link residents with local resources, such as job training, financial literacy, mental health services, and transportation assistance.
- **Program Administration:** Maintain accurate case notes, track participant metrics, and help prepare monthly or grant-required reports.
- **Event Planning:** Coordinate on-site workshops, job search seminars, and health/wellness events for residents.

## Typical Qualifications

- **Education:** High School Diploma or equivalent; an associate's or bachelor's degree in social work, public administration, or a related field is highly preferred.
- **Experience:** 1–3 years in social services, case management, or community outreach, preferably with low-income or elderly/disabled populations.
- **Key Skills:** Strong case documentation, proficiency in data tracking software, and excellent communication/conflict-resolution abilities.

Must have good computer skills (word, excel, publisher, and AI knowledge or similar web design knowledge), create flyers, draft letters, and great communication skills with positive attitude.

This is a self-contracted position. Certain car insurance will be required. Valid Driver's License is required. Background and driver history will be required.

28-hour position – Monday 8:30 a.m.-4 p.m. except on the Resident Council Days till 5 p.m. (7)  
Tuesday 9 a.m – 2 p.m. (5)  
Wednesday 9 a.m – 2 p.m. (5)  
Thursday 8:30 a.m. – 4 p.m. (7)  
Friday – 8 a.m. – 12 p.m. (4)

Times will vary as certain weekends will be required. Must be flexible and responsible to work by themselves. Understand that you are a contracted employee not a Newport Housing Authority Employee. No benefits are offered and you must report your income to the IRS during tax time.

Please submit resume to  
Attn: Executive Director  
Newport Housing Authority  
440 Lennon Circle  
Newport TN 37821

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