

ATTACHMENT B

HOUSING AUTHORITY
PERSONNEL

POSITION	ROLE
Housing Authority Manager - Michelle Davis	<ul style="list-style-type: none"> - Oversees the Housing Authority and implementation of affordable housing projects and programs - Oversees contracts and budgets for Homeless Services
Housing Project Manager - Jeff McLaughlin	Implements affordable housing projects and programs
Housing Coordinator - Lashea West	<ul style="list-style-type: none"> - Locates residential rental units for persons experiencing homelessness or at-risk of becoming homeless - Developed referral process with Goodwill and Riverside County Workforce Development to link persons experience homelessness or clients in the City's rental assistance program to employment opportunities. Responsible for tracking housing and employment data to report successful outcomes
Homeless Coordinator - Ali Hariri	Oversees the Riverside Access Center on Hulen Place and the Homeless Outreach Teams that connect persons experiencing homelessness with resources to help them exit the streets
Housing Project Assistant - Andrea Robles	<ul style="list-style-type: none"> - Assists the Housing Authority Manager and Housing Project Manager with implementing affordable housing projects - Oversees the Housing Rehabilitation Program - Conducts annual monitoring of affordable housing residents lease files on properties that were assisted by the City and Housing Authority to ensure affordability requirements are being adhered to
Project Coordinator (50% HA, 50% RPS) - Robert Lewis	<ul style="list-style-type: none"> - Ensures Housing Authority vacant properties are being maintained and oversees the vendor's contract for property maintenance - Conducts annual Housing Quality Standards (HQS) inspections on affordable housing projects that were assisted by the City and Housing Authority to ensure the properties are being maintained
Housing Senior Office Specialist - Shaleah Thomas	<ul style="list-style-type: none"> - Assists the Housing Authority Manager and Homeless Solutions Officer with scheduling meetings, processing of invoices, ordering office supplies, routing and tracking contracts

	<ul style="list-style-type: none"> - Performs a wide variety of administrative support work for the Office of Homeless Solutions - Maintain sections of a central records system - Contact the public and outside agencies in acquiring and providing information and making referrals
Homeless Senior Office Specialist	<ul style="list-style-type: none"> - Provides receptionist services at the Riverside Access Center - Refer persons experiencing homelessness to programs and resources based on their needs
Lead Outreach Worker <ul style="list-style-type: none"> - PSH Case Manager 	<ul style="list-style-type: none"> - Provide case management and supportive services to support stability from substance abuse, physical/mental health and functional concerns resulting from homelessness - Work with individuals and families to achieve short-term and long-terms goals, helping them access the necessary services available such as counseling, education, employment and life skills goals - Assist in the oversight of the Disabled and Permanent Supportive Housing Program Grants
Outreach Worker <ul style="list-style-type: none"> - Taj Smith 	Engage homeless individuals living on the streets and link them to shelter, programs and resources based on their needs