

Job Opportunities

The Housing Authority of the City of Wilmington North Carolina is accepting applications for the following positions: **HCV Intake and Housing Manager** – This position will provide operational support to the Wilmington Housing Authority's Housing Choice Voucher Program Department. **Family Self-Sufficiency Coordinator (Grant Funded Position)** - The Family Self-Sufficiency Coordinator will be responsible for the daily case management of the Housing Choice Voucher and Public Housing Family Self-Sufficiency Program. Applicants must submit a letter of interest, current resume, and three professional references to : **HCV Intake and Housing Manager Search** or to **Family Self-Sufficiency Coordinator Search**. Attention: Human Resources Department, PO Box 899, Wilmington, NC 28402 or email to jobs@wha.net. Applications will be accepted until the positions are filled. For a detailed position description, please visit www.wha.net

WILMINGTON HOUSING AUTHORITY

DEPARTMENT: Housing Choice Voucher

REPORTS TO: Director of the Housing Choice Voucher Program

JOB TITLE: **FAMILY SELF-SUFFICIENCY COORDINATOR** (Grant-Funded PH & HCV)

JOB SUMMARY

The Family Self-Sufficiency Coordinator will be responsible for the daily case management of the Housing Choice Voucher and Public Housing Family Self-Sufficiency program which is designed to assist low-income families in becoming economically self-sufficient through job placement and education by coordinating support services, programs, and on-going support groups which meet the needs of the individual family. The FSS Coordinator will work closely with other Housing staff and the staff of other service provider agencies. The FSS Coordinator will be required at times to perform work tasks and complete assigned projects outside of normal business hours. This is a grant-funded position.

SUMMARY OF ESSENTIAL JOB DUTIES

Coordinate the selection of potential FSS candidates.

Conduct intake interviews with FSS participants.

Conduct assessment of individual FSS participants in areas such as educational and training needs, job experience, personal and career goals, motivation, child care, transportation needs, parenting, health services, business ownership and homeownership.

Work with individual FSS participants to develop a "Plan of Action" and to draw up the FSS "Contract of Participation" between the participant and the Housing Authority.

Establish and maintain regular contact through scheduled meetings with participants to monitor their progress toward completing the FSS "Action Plan".

Provide on-going support group meetings as well as individual counseling meetings. Provide active advocacy and support services to participants while enrolled in the program.

Coordinates escrow account payments and withdrawals with Director of the Housing Choice Voucher Program.

Work closely with local businesses and educational institutions, social service agencies and government institutions to create job opportunities for program participants.

Maintain regular contact with Director of the Housing Choice Voucher Program to inform on clients' progress and to assist in the resolution of problems.

Develop reports as required by and necessary for the Director of the Housing Choice Voucher Program relating to the status of the program.

Conduct home visits (when necessary) to FSS clients to help them fulfill program goals/requirements.

Act as facilitator for the activities of the Program Coordinating Committee (PCC).

Perform other related duties as required.

MINIMUM REQUIREMENTS

- 1. Graduation from high school or GED required; college degree preferred.**
- 2. Minimum two (2) years experience in an area directly related to position.**
- 3. Extensive experience in an area directly related to the position may substitute for the college degree requirements.**
- 4. Training or experience in case management.**
- 5. Must be able to read and write.**

ABILITY TO

Interpret government regulations, policies and procedures.

Assess clients' skills and qualifications and emotional status which may affect employability and to devise courses of action.

Maintain privacy and confidentiality of information.

Plan, assign, review and coordinate work and programs.

Respond to common inquiries or complaints.

Prepare correspondence and reports.

Maintain records and files.

Communicate clearly and concisely, both written and orally.

Establish and maintain positive working relationships with all contacted in the workplace.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This position description is not an employment agreement or contract. Management has the exclusive right to alter this position description at any time, without notice.

Signed By: _____ Date _____

(Employee)