

FAMILY SELF-SUFFICIENCY COORDINATOR
Grant-Funded Position

General Summary of the 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 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.

Duties and Responsibilities

1. Coordinate the selection of potential Family Self Sufficiency candidates.
2. Conduct intake interviews with Family Self Sufficiency participants.
3. Conduct assessment of individual Family Self Sufficiency 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.
4. Work with individual Family Self Sufficiency participants to develop a “Plan of Action” and to draw up the Family Self Sufficiency “Contract of Participation” between the participant and the Housing Authority.
5. Establish and maintain regular contact through scheduled meetings with participants to monitor their progress toward completing the Family Self Sufficiency “Action Plan”.
6. 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.
7. Coordinates escrow account payments and withdrawals with the Director of the Housing Choice Voucher Program.
8. Work closely with local businesses and educational institutions, social service agencies and government institutions to create job opportunities for program participants.
9. Maintain regular contact with Director of the Housing Choice Voucher Program to inform on clients’ progress and to assist in the resolution of problems.
10. Develop reports as required by and necessary for the Director of the Housing Choice Voucher Program relating to the status of the program.
11. Conduct home visits (when necessary) to Family Self Sufficiency clients to help them fulfill program goals and requirements.
12. Act as facilitator for the activities of the Program Coordinating Committee (PCC).
13. Assumes other responsibilities as needed.
14. Reports to the Director of Housing Choice Voucher.

Knowledge, Skills and Abilities

Ability to:

1. Interpret government regulations, policies and procedures.
2. Assess clients skills and qualifications and emotional status which may affect employability and to devise courses of action.
3. Maintain privacy and confidentiality of information.
4. Plan, assign, review and coordinate work and programs.
5. Respond to common inquiries or complaints.
6. Prepare correspondence and reports.
7. Maintain records and files.
8. Communicate clearly and concisely to persons of diverse backgrounds, both written and orally.
9. Establish and maintain effective and positive working relationships with co-workers and clients.

Education and Experience

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.

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.