

## **JOB DESCRIPTION**

JOB TITLE: Family Self Sufficiency Coordinator  
EXEMPT:  
SALARY LEVEL: Minimum: \$ TBD Maximum: \$ TBD  
EMPLOYEE REPORTS TO: Director of Resident Services  
PREPARED BY: R. Cappelletti DATE: 3/21/2019  
APPROVED BY: R. Cappelletti DATE: 3/21/2019  
EXPIRATION DATE:

### **SUMMARY**

Works under direction of the Director of Leased Housing, (Section 8). The Family Self-Sufficiency Coordinator will coordinate activities, manage, counsel and evaluate a caseload of participants in the Authority's Housing Choice Voucher Family Self-Sufficiency program. The Family Self Sufficiency Coordinator will provide or arrange for training programs, conduct orientations, evaluations and appraisals of clients, collect data, file reports and provide technical assistance to other Authority staff and to do related work as required. This is a non-union grant funded position.

### **ESSENTIAL JOB FUNCTIONS**

1. Disseminate Family Self Sufficiency information to prospective participants and the public. Recruit FSS participants from the roles of the existing Housing Choice Voucher Program.
  2. Work in partnership and collaboration with any other FSS Coordinators and MHA staff to ensure competent program administration.
  3. Work with fellow FSS Coordinators to maintain program enrollment of 125 participants or greater to safeguard funding through the FSS Grant. Assist in data gathering and dissemination in preparation for the annual, competitive grant application for the FSS program to HUD.
  4. Familiarization with FSS program rules and regulations, the agency's 'FSS Action Plan' and other documents or information sources necessary to competently administer program.
  5. Plan and chair quarterly meetings of the Program Coordinating Committee, (PCC), a group of community service professionals that serve to advise and guide the FSS Program.
  6. Provide case management services including orientation and intake. Assist participants in setting realistic goals in their Individual Training and Service Plans (ITSP). Conduct contract signing, progress evaluation, and assistance with graduation through regular meetings with program participants.
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7. Explain client responsibilities and monitor performance in the Family Self Sufficiency program.
8. Participate in Job Placement and define ongoing participant needs.
9. Administer and maintain Homeownership program serving FSS Participants.
10. Determine if families qualify for homeownership voucher. Maintain waiting list for homeownership.
11. Enter into cooperative agreements with agencies that facilitate Homeownership to provide pre-assistance counseling programs such as Credit Counseling, Money Management and Home Buyer Education.
12. Monitor families in their search for mortgages and homes.
13. Compile and develop statistics, reports, forms, and establish and maintain files and computer records on FSS Participants in accordance with program guidelines. Provide information and data to the Director of Leased Housing and other Management staff. Track escrow figures on a monthly basis.
14. Conduct orientations and other program presentations using flip charts and audio-visual equipment.
15. Create and maintain community relationships. Compile, maintain and update resources and lists of service providers in the community for referral of clients. Attend and participate in meetings with City and County departments, non-profits and other public agencies relating to Self Sufficiency activities.
16. Coordinate services needed by individual FSS Participants, provide counseling and monitor family compliance with participation contract.
17. Identify operational problems or suggestions for improvements and report them to management.
18. Other relevant activities as directed by Supervisor

**KNOWLEDGE, SKILLS, AND ABILITIES**

1. Must be able to handle multiple tasks and prioritize assigned work.
2. Knowledge of Housing Authority procedures and standards.
3. Must project a professional attitude and appearance.
4. Knowledge of basic office and filing systems.
5. Must have a driver's license and be able to be insured to drive Authority vehicles.

6. Sophisticated knowledge of basic office computer software including internet, e-mail systems, MS Word, Excel, Outlook, and HAB.
7. Good communication skills and ability to provide quality control inspections.
8. Ability to communicate effectively, verbally, and in writing.
9. Ability to relate to the residents, applicants, outside agencies, vendors, and other Housing Authority staff.
10. Ability to handle confidential information in an appropriate manner.
11. Strong mathematical, organizational, administrative and supervisory skills.
12. Bilingual in Spanish and English, preferred.

### **EDUCATION AND EXPERIENCE**

Three years of recent, full time, paid experience in public, private or non-profit agencies in a position directly delivering social services to low income clients. Possession of a Bachelor's degree in a related field from an accredited college or university is preferred, and may be substituted for two years of general experience; an Associate degree may be substituted for one year of general experience.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions. While performing the duties of this job, the employee is frequently required to stand, walk and sit and be mobile within and outside the workplace, including the ability to drive an automobile. Manual dexterity is required in order to operate computer and office equipment. Good eyesight is required to read and write and perform calculations. Good hearing and speech is necessary to communicate with managers, staff, clients and the general public. Mobility to move about client residences including climbing stairs is required. Must be able to handle stressful situations. Regular attendance is required.

### **APPLICATION AND SUBMISSION**

**Interested applicants should respond with their resume and cover letter to:  
Dianar@meriden-ha.com**

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