

Position Title:	Housing Choice Voucher Family Self-Sufficiency (FSS) Coordinator (Grant Funded Position)		
Reports to:	Director of Housing	Salary Rate:	\$47,000 to \$52,000
Department:	Housing Operations	Date:	01-25-2024 Grant ends 12/31/24

General Statement of Duties:

The Family Self-Sufficiency (FSS) Coordinator is responsible for the case management Family Self-Sufficiency (FSS) programs. The FSS Coordinator is under the direct supervision of the Director of Housing. The FSS Coordinator promotes self-sufficiency and implements preventive programs and initiates for residents of public housing. Initiate public contacts to establish dialogue with the community to identify needs and to identify resources to address department and community needs.

Essential Job Functions (Illustrative Only):

1. Coordinates and operates the FSS Program in accordance with the FSS Grant and FSS Action Plan.
2. Coordinates assisted housing residents with public and private resources to enable families to achieve economic independence and self-reliance.
3. Responsible for establishing and maintaining contact with public and private resources to link families to sources with opportunities in the areas of employment, education, childcare, and other services designed to help qualified participants obtain the skills they need to achieve financial independence.
4. Must be able to follow the guidance of the FSS Action Plan to ensure program compliance.
5. Partners with local community groups, community service organizations, and businesses to coordinate events and programs for the residents.
6. Participate in monthly coordination of the Program Coordinating Committee (PCC)

7. Reviews service plans and performs follow-up to determine quantity and quality of service provided to residents and status of their case.
8. Works to establish and serve as liaison to Resident Associations as prescribed in the HUD Regulations and Guidelines and as required by the FSS Grant. Responsible for adherence to state and federal program regulations.
9. Coordinates interrelated program functions with Housing Choice Voucher Manager and other Resident Services staff in the Housing Operations Department.
10. Responsible for US Department of Housing and Urban Development (HUD) and Authority required annual reports and agency monthly reports.
11. Responsible for development and implementation of internal programmatic procedures.
12. Assist with the preparation of grant proposal, applications, reports, survey, and manuals and may assist with subsequent program implementation.
13. Create monthly newsletter for department activities and flyers for program events.

Required Knowledge and Abilities:

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

1. Bachelor of Arts or completion of any combination of four years of related education and/or other equivalent combination of education and experience.
2. Minimum two years' experience with a Public Housing Authority.
3. Some knowledge of Public Housing and Housing Choice Voucher (formerly known as Section 8) Program operations and regulations.
4. Knowledge of program eligibility requirements.
5. Ability to communicate both orally and in writing.
6. Ability to work under pressure and solve problems.

7. Ability to initiate work projects and to work independent with little or no supervision.
8. Ability to work with diverse groups, organizations, agencies, and individuals.
9. Skills in writing reports, proposals, memos, letters, public speaking and some skills in analytical assessment.
10. Computer skills required include the ability to make flyers, create newsletters, spreadsheets, data entry and other computer-related skills to perform essential job functions.
11. Must be able to obtain FSS Coordinator Certification within twelve (12) months of employment.

Physical Requirements:

1. This is sedentary work requiring the exertion of up to 10 pounds of force, and a negligible amount of force frequently or constantly to move objects.
2. Work requires reaching, fingering, grasping, and repetitive motions.
3. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
4. Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communication and/or to make fine distinctions in sound.
5. Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities.
6. The worker is not subject to adverse environmental conditions.

Special Requirements:

1. Valid Drivers license required and must maintain eligibility for coverage under the Authority's automobile insurance.
2. Must pass a drug screen.
3. Must supply criminal background record which must pass the agency's criteria.

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