

# SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY

# JOB DESCRIPTION

<b>Position Title:</b>	Resident Services Specialist – Family Self Sufficiency (FSS) Part Time		
<b>Reports to:</b>	Housing Operations Director	<b>Salary Rate:</b>	\$24,708 - \$36,679
<b>Department:</b>	Housing Operations	<b>Date:</b>	April 2019

**General Statement of Duties:**

The Resident Services Specialist performs difficult professional work under the general supervision of the Housing Operations Director or his/her designee. Responsible for the effective development, implementation and operation of the Authority's FSS program. The Resident Services Specialist provides administrative technical support for the Housing Operations Director in matters relating to the Family Self- Sufficiency Program.

**Essential Job Functions (Illustrative Only):**

1. Responsible for coordination and implementation of the Housing Choice Voucher (HCV)/Public Housing FSS program to promote self reliance among participating assisted housing families that are serviced by the Suffolk Redevelopment and Housing Authority, including provision of supportive services to these families.
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, child care and other services designed to help qualified participants obtain the skills they need to achieve financial independence.
4. Responsible for adherence to state and federal program regulations.
5. Coordinates interrelated program functions with the Resident Services Department.
6. Responsible for HUD and Authority required reports and studies.

7. Responsible for development and implementation of internal programmatic procedures.
8. Assist with the preparation of grant proposal, applications, reports, survey and manuals and may assist with subsequent program implementation.
9. Will also perform annual recertification and case management duties for Housing Choice Voucher (HCV) and Public Housing program compliance.

**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 Section 8/Public Housing 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.
7. Ability to solve problems.
8. Ability to initiate work projects and to work independently.
9. Ability to work with diverse groups, organizations, agencies and individuals.
10. Skill in writing reports, proposals, memos, letters and some skills in analytical assessment.
11. Computer skills required.

### **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 a criminal background record check.

**EOE**