

JOB DESCRIPTION

JOB TITLE: Family Self-Sufficiency (FSS) Coordinator

SUPERVISOR: Section 8 Housing Director

WORKING HOURS: Monday through Friday 8:30 a.m. – 5:00 p.m. (Normally)

WORKSTATION: Central Office

DUTIES AND RESPONSIBILITIES:

The Family Self-Sufficiency Coordinator will coordinate activities, manage, counsel, and evaluate a caseload of participants in the agency' 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 the Section 8 Director and other authority staff and to do related work as required.

- Recruit and enroll FSS participants for public housing and Section 8 by completing Contract of Participation.
- Provide assessment services, client referral, comprehensive case management and supportive services.
- Interview participants and conduct a comprehensive assessment of their needs and level of functioning.
- Establish case plans. Develops schedules of and timetables for provision of services. Monitors participant progress on an on-going basis.
- Identify services to be provided to participants. Establish on-going relationships with provider agencies.
- Terminate services when case objectives have been obtained.
- Refer participants to special community resource agencies as needed. • Participate in meetings with program coordinating committees.
- Investigate violations and counsel clients who do not comply with self-sufficiency program requirements.
- Maintain individual client case files for the FSS programs, which include counseling sessions and escrow accruals.
- Assist with grant writing.
- Prepare reports and summaries of participant data.
- Perform a variety of clerical tasks to include, but not limited to scheduling appointments; answering phones; utilizing computer keyboard to perform such tasks as, but not limited to, inputting data, and utilizing word processor; responding to or routing inquiries.
- Perform related duties and responsibilities as required.

DESIRABLE SKILLS AND QUALIFICATIONS

Must be proficient with Microsoft Word and Excel. Must have good communication skills.

EDUCATION AND EXPERIENCE:

Associate degree in office management or related field with two years of experience.

