



ECONOMIC IMPROVEMENT COUNCIL, INC.

JOB TITLE: Family Self-Sufficiency (FSS) Coordinator
LOCATION: Central Office
SUPERVISOR: Section 8 Housing Director
WORKING HOURS: Monday - Friday, 8:00 a.m. to 5:00 p.m. (Typically)

JOB OVERVIEW:

The Family Self-Sufficiency (FSS) Coordinator is responsible for coordinating activities, managing, counseling, and evaluating a caseload of participants in the Family Self-Sufficiency program. This role involves providing training, conducting orientations, collecting data, filing reports, and offering technical assistance to the Section 8 Director and other staff.

KEY RESPONSIBILITIES:

Participant Coordination:

- Recruit and enroll FSS participants for public housing and Section 8 by completing the Contract of Participation.
- Provide assessment services, client referrals, comprehensive case management, and supportive services.
- Interview participants and conduct comprehensive assessments of their needs and level of functioning.
- Establish case plans, develop schedules and timetables for provision of services, and monitor participant progress on an ongoing basis.
- Identify services to be provided to participants and establish ongoing relationships with provider agencies.
- Terminate services when case objectives have been met.
- 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, including counseling sessions and escrow accruals.
- Assist with grant writing.
- Prepare reports and summaries of participant data.

Administrative Tasks:

- Perform a variety of clerical tasks, including scheduling appointments, answering phones, inputting data, and using word processors.
- Respond to or route inquiries as necessary.
- Perform related duties and responsibilities as required.

REQUIRED SKILLS AND QUALIFICATIONS:

- Proficiency in Microsoft Word and Excel.
- Good communication skills.

EDUCATION AND EXPERIENCE:

- Associate degree in office management or a related field.
- At least two years of experience in a related role.

Signature: _____ Date: _____

Updated 7/2024