

## **FSS COORDINATOR**

### **POSITION SUMMARY:**

The Family Self-Sufficiency Coordinator will provide case management for the Family Self-Sufficiency Program (FSS). This includes recruiting participants into the FSS program from our Housing Choice Voucher and Multifamily PBRA Housing Programs. The FSS program is designed to empower program participants in setting goals, overcoming obstacles, escrowing funds, and developing job skills/ training and thereby reduce their need for subsidized programs and services. The FSS Coordinator helps clients establish an effective and individualized case management plan and identifies and collaborates with local service/program advisors to help participants reach their goals. File documentation/ management, Housing Assistance calculations, coaching techniques, Grant Writing, Escrow Calculations are some of the needed skill sets that will be needed in this position. FSS Training will be provided, and Candidates must be willing to travel to training 2-4 times a year. This position may require work in the evenings for dedicated events and meetings with clients who work during our work times. All work is performed under the general supervision of the Manager of Housing, with considerable requirement for independent judgment and action.

### **TYPICAL WORK ACTIVITIES:**

- Plans, designs, implements, directs, and evaluates the Family Self-Sufficiency Program in accordance with regulations promulgated by the United States Department of Housing and Urban Development and policies set by Housing Authority of Americus.
- Stay up to date on trainings with FSS as required.
- Updates the development of Action Plan policies for the program with the recommendations of the Program Coordinating Committee and Supervisor.
- Supervises and participates in the preparation and maintenance of program materials, reports, and records such as assessments, financial records, activity reports and case management records.
- Maintains data regarding Family Self-Sufficiency services and accomplishments and prepares reports summarizing these service data for use by the Housing Authority of Americus, the Department of Housing and Urban Development and the community of service providers assisting with the delivery of services.
- Serves as liaison among and between related departments within Housing Authority of Americus whose goals and daily work product relates to the Family Self Sufficiency program including but not limited to housing choice voucher, Multifamily RAD, finance and other resident services.
- Serves on special boards and committees serving Housing Authority of Americus residents needs and represents Housing Authority of Americus at workshops and training programs which benefit from Housing Authority of Americus participation and/or sponsorship.
- Networks with community agencies, determines key leadership from these agencies and coordinates the formation and ongoing viability of a Program Coordinating Committee to provide services, technical assistance, and policy guidance.
- Collaborates and networks with community agencies and mainstream providers for the provision of these services for clients.
- Contracts through Memoranda of Agreement or contracts with community agencies and mainstream providers to ensure on-going provision of these services for clients.
- Facilitates the PCC and continues to search for new members as needed. Adds crucial members to assist members with their needs from all fields such as: home buying, jobs, etc.

- Interviews and determines the eligibility of applicants for the Family Self-Sufficiency Program, reaching required number of FSS participants and maintaining the number for continuation of program grant.
- Assesses service needs of program participants, and through case management, goal setting, referrals, and monitoring assists participants in accessing appropriate public or private community agencies to obtain specialized types of assistance.
- Reviews case records to update and monitor client needs
- Maintains knowledge of successful national and local efforts to assist low-income families achieve economic self-sufficiency.
- Completes annual/interim recertifications for all FSS families.
- Works well with all Housing staff and assists them with group projects.

**CHARACTERISTICS WE ARE LOOKING FOR IN OUR APPLICANTS:**

- Empathy and positive regard for the families who enroll in the FSS program, a commitment to the mission of the FSS program, and the ability to be nonjudgmental in working with FSS participants.
- College degree in social work or a related field or an equivalent combination of training and experience.
- Prior employment experience related to HUD rental assistance programs.
- Demonstrated knowledge of: the characteristics, needs and interests of housing choice voucher and RAD PBRA residents; the principles, practices and techniques of program planning, implementation and evaluation; HUD, federal, state and local housing regulations as related to or applied to the Family Self-Sufficiency Program; accepted case management techniques including appropriate assessment, goal setting, referral, monitoring and limited crisis management techniques; client centered interviewing techniques; knowledge of community agencies, facilities and services which can be utilized to aid residents
- Demonstrated abilities to plan, organize and direct activities and services; to communicate effectively, both orally and in writing; establish comfortable and effective relationship with others; secure the cooperation of others; successfully work with (networking skills) and serve a diverse local community.
- Demonstrated characteristics of initiative and resourcefulness; tact; courtesy; sensitivity to the needs of residents; and a physical condition commensurate with the demands of the position

Beginning Salary: \$63,314.

Please send letter of interest and Resume to Penny McPeek @ [pmcpeek@americuspha.org](mailto:pmcpeek@americuspha.org) by April 30, 2024