

ATHENS HOUSING AUTHORITY

JOB DESCRIPTION

Position Title: Family Self-Sufficiency (FSS) Coordinator

FLSA: Exempt

POSITION SUMMARY: The Family Self-Sufficiency Coordinator in this position recruits, interviews, and screens prospective participants for the Family Self-Sufficiency Program. The Coordinator follows up with clients to determine the degree to which needs have been resolved, and whether other programs or services would benefit the family. Develops and manages contracts with agencies that provide services for clients. Maintains records and prepares statistical reports. Also responsible for recruiting participants, counseling families about the FSS Program, and developing realistic goals for attaining self-sufficiency, which includes attaining educational, training, and work-related goals. Serves as liaison between Athens Housing Authority (AHA) and community service providers to maximize resources for participants.

ESSENTIAL FUNCTIONS: *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

1. Recruit new applicants; interview, and provide information to FSS applicants.
2. Process initial paperwork for FSS participants.
3. Prepare and execute FSS contracts.
4. Amend FSS action plan as needed and maintain all statistical data as required.
5. Perform individual and family needs assessments to determine potential obstacles in achieving self-sufficiency.
6. Conduct meetings as necessary with the Program Coordinating Committee; prepare agendas for meetings; report HUD-related information to Committee.
7. Plan and coordinate activities for program participants, such as job training programs, GED classes, etc.
8. Refer participants to appropriate social service agency; and meet with representatives of other public, private, and social organizations to design and develop collaborative approaches to programs and services delivery for FSS participants.

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ESSENTIAL FUNCTIONS (Continued):

9. Act as liaison between program participants and various community resources, performing counseling and case management functions for FSS participants.
10. Assist and guide FSS participants in setting FSS goals and work with clients to help them gain financial independence.
11. Educate and counsel clients on FSS opportunities, in conjunction with any local, state, and federal programs.
12. Prepare all HUD-/AHA-required reports relating to the FSS Program.
13. Create and maintain a case file on each FSS Program participant.
14. Monitor progress of FSS participants' goals. This includes counseling and providing support throughout the term of contract.
15. Develop and maintain working relationships with AHA staff, external community agencies, and resident groups.
16. Assist with the preparation of grant applications for projects and programs that relate to the FSS Program and other AHA program management.
17. Interview participants monthly to review progress.
18. Work independently and carry out assignments.
19. Follow a protocol for collecting technical and highly personal information and to ask probing and clarifying questions as needed.
20. Express complex ideas concisely and effectively and respond accurately and clearly to questions and comments.
21. Evaluate workloads, project resource requirements, set priorities, and develop realistic implementation plans.

OTHER RESPONSIBILITIES:

Perform other work-related duties as assigned.

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EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Bachelor's degree from an accredited college or university in social work, public administration, psychology, or closely related field, with a minimum of three years' experience in responsible public contact, preferably in one of the previously listed fields; **or** an Associate's degree and three years' experience working in an FSS Program; **or** any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.
2. Considerable knowledge of the organization and programs of other community agencies and groups that can assist the Authority and help provide for the health, welfare, and recreational needs of the residents.
3. Ability to learn the requirements, rules, regulations, terminology, and functions of Section 8 Multi Family Housing program.
4. Ability to work effectively with all types of people and to maintain composure under pressure.
5. Ability to establish and promote effective working relationships with other Authority employees, residents, representatives from social agencies and community groups, and the general public.
6. Ability to counsel with residents.
7. Ability to deal courteously and tactfully with the public and to establish and maintain effective working relationships with other employees and superiors.
8. Demonstrate case management ability.
9. Ability to prepare clear and concise reports.
10. Strong analytical, verbal, written, organizational, and interpersonal skills.
11. Must possess FSS Certification, or acquire Certification within one year of assuming this position.
12. Ability to physically operate personal computers, copiers, facsimile machines, telephones, and other common office machines and equipment.
13. Must be proficient in Microsoft Word and Excel, with proven ability to learn and master new software.
14. Must possess a valid driver's license, possess and maintain a good driving record, and must be insurable by the Housing Authority's vehicle insurance policy.

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EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):

15. Ability to be covered under the Authority's fidelity bond.
16. Ability to accurately perform basic arithmetic computations, including addition, subtraction, multiplication, division, proration, and estimation using numbers with decimals, fractions, and percentages.
17. Knowledge of standard office procedures and filing methods.
18. Ability to recognize problems, analyze causes, and propose solutions.
19. Personal management, including time management, integrity, and ethics.
20. Ability to work independently and to organize and prioritize work to meet deadlines.
21. Knowledge of workplace rules and requirements (e.g., worker safety, sexual harassment), and AHA-established policies and procedures.
22. Knowledge of conflict resolution principles and the ability to apply them in the workplace.
23. The ability to apply HUD- and AHA-established policies and procedures to consistently produce on-time and accurate income, rent, and subsidy calculations.
 - Understanding of the definition of *annual income* and the ability to recognize sources of income that should and should not be included in annual income. Sufficient knowledge of various types of assets to determine income from assets.
 - Knowledge of the required and permitted deductions from annual income used to compute adjusted income and the ability to recognize family circumstances that qualify families for the deductions.
 - Knowledge of the definitions of household types and the effect that household type has on rent determinations. The ability to analyze household composition sufficiently to apply these definitions.
 - Knowledge of verification requirements and the ability to determine which verifications are required and to comprehend and follow HUD-required verification methods.

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EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):

- Ability to complete HUD-50059 entries correctly, including identifying and correctly using transaction codes.
 - Knowledge of HUD and AHA requirements regarding when interim reexaminations are required and permitted.
24. Knowledge of Section 8 Multi Family requirements that affect income and rent determinations, including fair housing and equal opportunity, fraud and program abuse, personnel, and employment practices.
 25. Must complete Fair Housing training annually and demonstrate proficiency in Fair Housing laws and requirements through successful passage of Fair Housing exam required by Chief Executive Officer.
 26. Must complete Sexual Harassment training annually and demonstrate proficiency in Sexual Harassment laws and requirements through successful passage of Sexual Harassment exam required by the Chief Executive Officer.