

# ***Family Self-Sufficiency Coordinator***

## ***POSITION DESCRIPTION***



<b><i>TITLE:</i></b>	<b><i>Family Self-Sufficiency Coordinator</i></b>
<b><i>JOB CLASSIFICATION:</i></b>	<b><i>Full Time – Non Exempt</i></b>
<b><i>SUPERVISION EXERCISED:</i></b>	<b><i>None</i></b>
<b><i>SUPERVISOR:</i></b>	<b><i>Director of Supportive Services</i></b>
<b><i>DATE:</i></b>	<b><i>October 2017</i></b>

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### **JOB DESCRIPTION/SUMMARY**

Responsible to coordinate the Family Self-Sufficiency (FSS) Program as required by the Grand Junction Housing Authority's (GJHA) Action Plan and the U.S. Department of Housing and Urban Development's (HUD) rules and regulations where applicable. FSS Coordinator will recruit FSS participants from current Housing Choice Voucher (HCV) participants. Responsible for maintaining HCV files on all FSS participants as well as maintain HCV Home Ownership files on five disabled homeownership participants. Assumes responsibility for case management including development of contacts with service providers and agencies for referrals and the ongoing case management responsibility.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

- Recruits FSS participants from current families and/or individuals on the Housing Authority's Housing Choice Voucher Program. Selects and executes contracts with these families in accordance with the Action Plan established by the PCC and appropriate HUD regulations. Assists the participants with goal setting, advocacy, counseling, emotional support, crisis Intervention and problem solving once participants have executed contracts.

- Maintains an ongoing minimum caseload of 30 families (as defined by the Supervisor). This requires outreach and recruitment to families on an ongoing basis.
- Devises and maintains individual participant case files and computerized monitoring system to track FSS client participation. Case files must contain copies of the Contract of Participation, monthly and quarterly progress reports, client information, copies of escrow account statements, and other information as applicable.
- Develops an Individual Service Plan for each participant, tracks quarterly progress and updates as needed.
- Provides quarterly progress reports to PCC, and Director of Supportive Services. Progress Reports will include the number of FSS participants employed, attending school, progress with achieving goals, and related information.
- Establishes the Program Coordinating Committee (PCC) consisting of members of the community, maintains an equal balance of members (as required by HUD regulations), and schedules quarterly meetings with the PCC.
- Updates the FSS Action Plan and FSS Program Policies with current HUD rules.
- Acts as liaison between the PCC, FSS participants, and GJHA Management Staff.
- Determines FSS participant needs and identifies appropriate public and private community resources.
- Establishes and maintains cooperative relationships with area human service agencies and informs and refers clients appropriately.
- Coordinates with community agencies to provide monthly client educational presentations.
- Maintains monthly contact with each FSS participant. Meets with each FSS participant on a quarterly basis to develop written progress reports.
- Maintains cooperative working relationships with all Housing Authority Staff and community service provider agencies.
- Provides Monthly Escrow Reports to GJHA Finance Department and PCC.

- Provides Quarterly Escrow Report to each FSS participant.
- Provides required Enrollment, Progress and Exit Reports to HUD via 50058 FSS Addendum Form.
- Prepares grant proposal submissions for the continuation and expansion of the FSS Programs as required.
- Develops knowledge of area human service resources and general eligibility requirements.
- Develops knowledge of Housing Authority Programs and eligibility requirements
- Performs other duties as assigned.

### **ESSENTIAL JOB REQUIREMENTS**

- Treats people with respect and work with integrity and professional ethics, upholding the agency's value and mission. Represents the agency in a positive, professional and ethical manner at all times. This specifically includes abiding by all of the ethical rules outlined in the Employee Handbook.
- Attend scheduled meetings with Director of Supportive Services and other supportive service staff to discuss various items of concern and/or interest of both parties.
- Maintains the utmost confidentiality of all applicant and tenant information.
- Must be a team player and act at all times in a manner that is in the best interest of the GJHA.
- Uses a time management system and other organizational tools set up by the GJHA to organize tasks and manage time effectively.
- Responsible to maintain desk in a neat and clean manner. No information relating to applicants and tenants, including files and computer screens, should be visible to office visitors or left on the desk after work hours.
- Must have the ability to work independently.
- Minimal of out-of-town travel is required for occasional training seminars.
- Minimal evening or weekend work time required

- Makes rational and appropriate decisions. Communicates clearly and professionally verbally and in writing.

## QUALIFICATIONS

- Preferred Bachelor's Degree in social work, consumer economics or related human services field. A combination of relevant training and experience may be used as a substitute for the degree requirement.
- Requires excellent communication skills.
- Requires the ability to exercise independent judgment and work with little supervision.
- Requires a valid Colorado Drivers License and the ability to be insured at standard rates.
- Criminal background checks are required and a pre-employment drug screen

**\* Regular employee with a full time schedule of 40 hours per week. Schedule may be flexible during week of training classes. Benefits included.**

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Signature

Date