

The Pleasantville Housing Authority seeks a **Family Self-Sufficiency (FSS) Coordinator**. The program develops local strategies to help low income families obtain employment that will lead to economic independence by working with welfare agencies, schools, businesses, and other local partners. Duties include case management, reporting & analytical accomplishments of the program. Degree from accredited college or university preferred. Minimum 3 years experience in an area directly related to position. Valid driver's license required. Fax resume to (609) 646-9317 no later than 12:00 noon February 10, 2020. See website www.pleasantvilleha.org for more details.

PLEASANTVILLE HOUSING AUTHORITY
JOB DESCRIPTION - HCV FAMILY SELF - SUFFICIENCY COORDINATOR

HCV FAMILY SELF - SUFFICIENCY COORDINATOR

JOB QUALIFICATION REQUIREMENTS:

Minimum three (3) years experience in an area directly related to position. Training or experience in case management. Ability to develop and maintain cooperative relationships with participating families, Authority staff, and outside agencies (both public and private). Knowledge of social service programs. Ability to assess the needs of participating families. Ability to manage large caseload of families with diverse needs. Graduation from an accredited college or university preferred. Extensive experience in an area directly related to the position may substitute for the college degree requirements.

REPORTS TO: Housing Choice Voucher Program Coordinator

POSITION SUMMARY

The Primary responsibility of the FSS Coordinator includes:

1. Recruiting, then providing ongoing support for program participants so they may gain self-sufficiency within five years.
2. Works closely with families participating in the FSS Program in order to identify the families' basic needs, recommend training and services to meet their needs, and monitor the families' progress throughout their participation in the program.
3. Implement the Family Self-Sufficiency in accordance with the FSS Action Plan to participants by planning, developing and coordinating services.
4. Provide social services and support to assisted families, removing barriers and helping them achieve economic independence.
5. Establish partnerships with community service providers that offer supportive services and resources to economically disadvantaged families.

ESSENTIAL FUNCTIONS

1. Works with families, including homeownership clients to help determine financial and other needs.
2. Responsible for the daily case management of families selected to participate in the Section 8 FSS Program including: completion of individual family needs assessments, linkage to identified services, and development of detailed service plans and ongoing monitoring of family progress.
3. Maintains contact with each participating family and monitors and evaluates their progress in order to help them achieve their goals.
4. Stays in contact with participating agencies to ensure that they fulfill their commitments.
5. Maintains open lines of communication with participating agencies.
6. Coordinates activities with supervisor to ensure that requirements of the Family Self Sufficiency program are being met.
7. Works closely with other HCV Program staff and the staff of various service provider agencies.
8. Monitors and evaluates the FSS Program in accordance with prescribed regulations or grant agreements

PLEASANTVILLE HOUSING AUTHORITY
JOB DESCRIPTION - HCV FAMILY SELF - SUFFICIENCY COORDINATOR

9. Maintains continuous communication with appropriate HCV staff to determine client's continued eligibility
10. Maintains case management files, other documents and prepares reports.
11. Provides monthly reports and other reports as needed.
12. Performs related work as required.

RELATED DUTIES AND RESPONSIBILITIES

1. Interviews participating families and gathers pertinent information concerning their present situations.
2. Conducts assessments and identifies basic needs of participating families.
3. Counsels participating families on a one-on-one basis and works with each family to develop an Individualized Training and Services Plan (ITSP).
4. Explains approved ITSP and its specific goals to each participating family.
5. Contacts appropriate support agencies and sets up initial appointments for each participating family.
6. Advises participating families of initial appointment and provides follow-up to ensure attendance.
7. Mails FSS Escrow Account statement annually to participants
8. Writes and designs a monthly program newsletter.