

## **Job Posting**

### Community & Family Self-Sufficiency

P/T CFSS will assist with the recruiting, monitoring of community children and adult programs & assist the CFSSC and ROSSC in working with resident families, seniors and the disabled. Graduation from an accredited college or university preferred, minimum three (3) years' experience in an area directly related to the position. Valid driver's license required. E-mail resume to DCaracciolo@pleasantvilleha.org or Fax to (609) 646-9317 no later than 12:00 noon February 10, 2020. See website [www.pleasantvilleha.org](http://www.pleasantvilleha.org) for more details.

## **POSITION DESCRIPTION**

### **Community & Family Self-Sufficiency Coordinator**

#### **POSITION SUMMARY**

The Community & Family Self-Sufficiency Coordinator is responsible for developing and implementing supportive service programs that address social and recreational needs of all New Hope residents. One of the primary responsibilities of the CFFS Coordinator includes recruiting, then providing on-going support for HUD's FSS Program participants so they may gain greater self-sufficiency. The CFFS Coordinator will work one-on-one with all families in order to identify the families' basic needs, will recommend training and refer residents to services to meet their needs, and monitor the families' progress throughout their participation in the HUD FSS Program and their occupancy at New Hope Communities.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Work with resident families to help determine financial, social and training needs and then coordinate the implementation of supportive service plans and the delivery of needed services to meet said needs. This will involve interviewing all families to gather pertinent information concerning their present situation and develop an Individualized Training and Service Plan (ITSP), explaining agreed upon ITSP goals with the families and coordinating the initial appointment (and follow-up) with the support agency.
2. Identify, develop and maintain networks of existing community based supportive and social service agencies.
3. Develop a resource directory of providers for us by both management staff and residents. Maintain open lines of communication with all participating agencies to ensure that they fulfill their commitments. Such organizations will provide services which may include, but are not limited to: job readiness, training and employment; preventative health screenings; budget counseling & money management; parenting skills and childcare alternatives; educational opportunities; leadership development; and other family services.
4. Provide general case management (including intake) and referral services to all residents needing assistance. This will involve conducting assessments and identifying the basic needs of participating families. Refer and link residents to service providers and agencies in the general community. Maintain contact with each family and monitor and evaluate success in order to achieve goals of self-sufficiency.
5. Prepare reports on supportive service activities and serve as a liaison with non-profit partners, and other governmental/reporting agencies as required. Prepare monthly program newsletter. Coordinate all activities with the site staff and PHA Supervisor to ensure that requirements of the FSS Program are being met. This will also include mailing the FSS Escrow Account statements to all participants annually.
6. Promote on-site educational events which may include subjects relating to health care, job search seminars (job fairs), and life skills training.
7. Provide technical assistance to residents and resident councils in establishing programs at the property, development of residents' councils, fundraising, incorporation of other services as needed.
8. Work closely with management staff to coordinate training of residents in understanding resident and management responsibilities particularly with respect to obligations of tenancy.
9. Set up volunteer support programs with service provider organizations in the community.
10. Improve knowledge and skills through participation in training sessions, annual service coordinator meetings, staff meetings and other professional development opportunities.
11. Other duties and responsibilities as assigned.

## **SUPERVISION**

The Community & Family Self-Sufficiency Coordinator reports to the PHA FSS Supervisor and the Property Manager. He/she is expected to perform the duties of the job following established procedures in accordance with both HUD's FSS Program and Ingerman Management Company policies and will exercise initiative and independent judgment and to seek advice and assistance for unusual and difficult cases from the PHA Supervisor and Property Manager. IMC's Director of Supportive Services will have a consultative role in providing guidance and assistance to ensure consistency with IMC's existing policies and procedures surrounding supportive service provision. The Community & Family Self-Sufficiency Coordinator will have on-going interaction with residents, families, staff and community resource personnel.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to develop and maintain cooperative relationships with participating families, Authority staff, IMC Staff and outside agencies (both public and privates).
2. Knowledge of supportive service programs
3. Ability to assess the needs of participating families
4. Ability to manage large caseloads of families with diverse needs.
5. Ability to perform duties in an organized manner under limited supervision within established deadlines.
6. Must be able to work with and maintain confidential information on a regular basis.

## **EDUATION AND EXPERIENCE**

1. Graduation from an accredited college or university preferred
2. Minimum three (3) years' experience in an area directly related to the position.
3. Training and Experience in Case Management