

NOTICE
OF
POSITION AVAILABLE

Position: **FAMILY SELF-SUFFICIENCY COORDINATOR**

Rate of pay: Up to \$49,999, including the cost of benefits

Open: FRIDAY, JUNE 24, 2016

See attached position description for job summary, qualifications, and requirements.

How to apply:

This is not a new position. Employees of JMHA or others interested in this position should express their interest in writing to the Executive Director.

Special Note:

This is a full-time, annual grant-funded position. The position is currently funded for the balance of 2016. JMHA intends to apply for funding annually, and has already done so for 2017.

This position is covered under the Ohio Public Employees Retirement System (OPERS).

JEFFERSON METROPOLITAN HOUSING AUTHORITY

POSITION DESCRIPTION

Class Title: FSS Program Coordinator **Position Title:** Family Self-Sufficiency Coordinator

Reports To: HCV Director
Supervises: none

Dept./Div. Housing Choice Voucher
Status: non-exempt

Pay: Up to \$49,999 including the cost of benefits

JOB SUMMARY:

Under the direction of the Housing Choice Voucher Director, the Family Self-Sufficiency Coordinator performs a variety of administrative and programmatic duties in connection with the HCV FSS Program. The Coordinator will secure resources for and implement the evaluation and formulation of service plans for HCV participants in a manner consistent with all applicable federal regulations.

This is a full-time position with scheduled work times being 8:00am to 4:30pm, Monday through Friday. Some flexibility will be permitted, at the discretion of the HCV Director. The schedule may adjust to allow for necessary meetings and tasks which may occur outside the regular workday.

QUALIFICATIONS:

A bachelor's degree is preferred; or, completion of at least 60 semester hours at an accredited college or university, with relevant course work, or three years related work experience.

Must be able to travel to attend initial FSS Coordinator training seminar and pass proficiency exam at conclusion of seminar. Also, must be able to travel to various meetings, trainings, and seminars on a regular basis.

EXPERIENCE:

Experience working with low income families; experience working with the County social services community; direct case management work experience preferred.

KNOWLEDGE, SKILLLS, ABILITIES:

1. Ability to learn rules, regulations, policies, and procedures related to the program, and to work according to those guidelines
2. Knowledge of organizational structure, management, and operations
3. Competency in business English, math, writing business letters and reports

4. Ability to communicate effectively and to work with other JMHA staff and external agencies and entities, using letters, telephone, email, and other personal contact
5. Working knowledge of Microsoft Windows and Microsoft Office, including Word, Excel, internet and email

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Maintain a Program Coordinator Committee (PCC), made up of representatives of local government, job training and employment agencies, local welfare agencies, educational institutions, child care providers, nonprofit service providers and business
2. Coordinate periodic PCC meetings
3. Ensure that services included in the FSS Contracts of participants are provided on a regular, ongoing and satisfactory basis; collaborate with local social service agencies and businesses to provide in-kind or low cost services to FSS participants
4. Conduct needs assessments on FSS Program participants on a continuing basis
5. Provide individualized case plans for FSS participants; ensure that participants are linked to the supportive services needed to achieve economic independence and self sufficiency
6. Assist FSS participants in reaching program goals via case management and community referrals, e.g. job training, educational opportunities, medical, social services
7. Drafts, review and monitor FSS contracts
8. Collaborate with Finance Department to ensure escrow implementation
9. Prepare required reports for HUD, the HCV Director, and the Executive Director
10. Ensure that FSS participants are fulfilling their responsibilities under the FSS contract
11. Prepare the annual grant application and related documents
12. Perform other related duties as assigned

EQUIPMENT OPERATED:

Computer, calculator, copier, telephone, and any other standard office equipment

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

None

ACKNOWLEDGEMENT:

I have received and read the above job description.

Employee Signature and Date