

ERIE METROPOLITAN HOUSING AUTHORITY

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Family Self Sufficiency	Position Title:	FSS Coordinator
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LocDept./Div.:	HCV/Public Housing	Employment Status:	Full-Time
Reports To:	Executive Director	FLSA Status:	Exempt-Administrative
Probation:	180 days (New Hire)	Bargaining Unit:	Exempt

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under the supervision of the Executive Director, the FSS Coordinator position involves responsibility for planning, developing, implementing, maintaining, evaluating and overseeing programs designed to increase the economic self-sufficiency of low-income families and thereby reduce their need for subsidized programs and services. The work is performed under general supervision of senior management, with considerable requirement for independent judgment and action taken in the above areas.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. Acceptable qualifications for this position are:

Degree in social services, human services, sociology, psychology, education or a related field and/or an equivalent combination of training and experience (5-7 years) in direct and in-direct (administrative) economic self-sufficiency services for a diverse, low-income clientele.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Driver's License and insurability. Ability to attain program trainings and/or certification(s) pertaining to position within one (1) year of employment in the position.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Plans, implements, directs, and evaluates the Family Self-Sufficiency Program in accordance with regulations promulgated by the United States Department of Housing and Urban Development and policies set by Erie Metropolitan Housing Authority;
2. Develops or assists with the development of Action Plan polices for the program with the recommendations of the Program Coordinating Committee;
3. Supervises and participates in the preparation and maintenance of program materials, reports and records such as assessments, financial records, activity reports and case management records;
4. Maintains data regarding Family Self-Sufficiency services and accomplishments and prepares reports summarizing these service data for use by Erie Metropolitan Housing Authority, the Department of Housing and Urban Development and the community of service providers assisting with the delivery of services;
5. Serves as liaison among and between related departments within Erie Metropolitan Housing Authority whose goals and daily work product relates to the Family Self Sufficiency program including but not limited to housing choice voucher, public housing, finance and other resident services;
6. Serves on special boards and committees serving Erie Metropolitan Housing Authority participants' needs and represents Erie Metropolitan Housing Authority at workshops and training programs which benefit from Erie Metropolitan Housing Authority participation and/or sponsorship.
7. Networks with community agencies, determines key leadership from these agencies and coordinates the formation and ongoing viability of a Program Coordinating Committee to provide services, technical assistance and policy guidance.
8. Collaborates with community agencies and mainstream providers for the provision of these services for clients;
9. Contracts through Memoranda of Agreement or contracts with community agencies and mainstream providers to ensure on-going provision of these services for clients;
10. Interviews and determines the eligibility of applicants for the Family Self-Sufficiency Program;

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11. Assesses service needs of program participants, and through case management, goal setting, counseling, referrals and monitoring assists participants in accessing appropriate public or private community agencies to obtain specialized types of assistance;
12. Reviews case records to update and monitor client needs ensuring that participants are fulfilling their responsibilities and recommending continued participation or termination;
13. Completes and maintains records including, but not limited to, FSS Contracts of Participation, Individual Training and Service Plans, case notes, participation tracking and referrals, and FSS Addendums;
14. Assist in securing ongoing funding for the position;
15. Maintains knowledge of successful national and local efforts to assist low income families achieve economic self-sufficiency; and
16. All other duties as assigned by the Executive Director relative to the position.

KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties.

Demonstrated knowledge of: the characteristics, needs and interests of housing choice voucher and public housing participants; the principles, practices and techniques of program planning, implementation and evaluation; federal, state and local housing regulations as related to or applied to the Family Self-Sufficiency Program; accepted case management techniques including appropriate assessment, goal setting, referral, monitoring and limited crisis management techniques; client centered interviewing techniques; community agencies, facilities and services which can be utilized to aid residents; office practices and etiquette.

Demonstrated ability to: plan, organize and direct activities and services; to communicate effectively, both orally and in writing; establish comfortable and effective relationship with others; secure the cooperation of others; successfully work with and serve a diverse local community; operate office equipment and technology; collect, analyze, and interpret data; maintain confidentiality; manage multiple work assignments.

Demonstrated characteristics of: initiative and resourcefulness; tact; courtesy; sensitivity to the needs of residents; and a physical condition commensurate with the demands of the position.

SALARY: Commensurate with Experience, Education and Grant Award Funding

CONDITIONAL ON GRANT AWARD: This position and salary is to be made available during the terms of awarded FSS Coordinator grants funding from the U.S. Department of Housing & Urban Development. Should such a grant no longer be provided to Erie MHA, the wage and position shall be removed.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)