JOB DESCRIPTION

FAMILY SELF-SUFFICIENCY COORDINATOR

FORT SMITH HOUSING AUTHORITY

Job Summary

The Family Self-Sufficiency Coordinator is responsible to the Section 8 Director for the development, implementation and management of the Section 8 FSS program. The FSS work is performed under the general supervision of the Section 8 Director with considerable opportunity for the exercise of initiative, discretion, and independent judgment. Work is reviewed through conferences, inspections, and review of reports and records.

Major Duties and Responsibilities (illustrative, not inclusive)

1. Recruits new Section 8 voucher holders for the FSS program. Interviews applicants and provides information.

2. Performs individual and family needs assessments to set goals and determine potential obstacles in achieving self-sufficiency.

3. Develops custom-tailored FSS Action Plans with action items and timetables, which, when properly implemented, will help families achieve self-sufficiency.

4. Plans and coordinates activities for FSS program participants such as training programs, GED classes, housing counseling, and homebuyer training.

5. Refers FSS participants to appropriate social services agencies as necessary.

6. Acts as liaison between FSS program participants and various community resources.

7. Creates and maintains case files on all FSS program participants.

8. Develops and submits required FSS program reports.

9. Assists the Executive Director with identifying and preparing grants, funding applications, progress reports, and FSS Coordinator grants.

10. Participates as an FSHA representative on the Old Fort Homeless Coalition.

11. Attends training and certification programs as instructed by the Section 8 Director and obtains and maintains required certifications.
12. Cross-trains with other FSHA jobs and provides back-up as instructed by the Section 8 Director.

13. Performs other duties as instructed by the Section 8 Director.

**Required Knowledge, Skills and Abilities**

1. Knowledge of the general operations and procedures of the Section 8 Housing Choice Voucher (HCV) program and FSS program.

2. Considerable knowledge of the organization and programs of other community agencies and groups that can assist FSHA and help provide for the health, welfare and recreational needs of the residents.

3. Ability to deal tactfully and effectively with the general public and civic and community organizations.

4. Ability to establish and promote effective working relationships with other FSHA employees, residents and representatives from social agencies, community groups and the general public.

5. Thorough knowledge of modern office practices and procedures.

6. Ability to prepare clear and concise reports.

7. Ability to communicate clearly, both written and oral.

8. Skill in interviewing and counseling residents.


**Physical Nature of the Position**

Position requires the following physical abilities:

1. Sit, stand or walk for extended periods
2. Communicate orally and in writing
3. Carry, handle and move file folders, pens and other common, light office materials
4. Read housing publications and related materials
5. Operate personal computers, copiers, fax machines, telephones and other common office machines and equipment

Position may be exposed to the following on a regular basis:
1. Odors
2. Verbal abuse
3. Vision strain
4. Noise

**Minimum Education, Training and Experience**

1. Graduation from an accredited college or university with a degree in sociology, psychology, education or related field; and
2. Two years responsible experience as a FSS Coordinator, Resident Services Coordinator, social work or counseling; or
3. A combination of education, training and experience equivalent to the above.
4. English/Spanish bilingual skills (helpful but not required).

**Special Requirements**

1. Possession of a valid driver's license
2. Ability to be covered under FSHA's vehicle insurance policy.
3. Ability to be covered under FSHA's fidelity bond.
4. Must be willing and able to work after hours and on weekends.
5. Must be willing and able to obtain and maintain any certifications that may become required by the job.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.