

# **JOHNSTOWN HOUSING AUTHORITY**

**Job Title: Family Self Sufficiency (FSS) Coordinator (Grant Position)**

**Job Type: Full Time (Flexible Schedule)**

**Reports To: Administrative Office**

**Salary: \$20 - \$30/hr. Benefits to be discussed.**

## **Job Summary**

This position is a grant position funded by the U.S. Department of Housing and Urban Development. The FSS program is a voluntary program offered to families in HUD-assisted housing. The FSS Program Coordinator provides coaching and develops strategies to connect participating families to public and private resources to increase their earned income and financial empowerment, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency.

## **Essential Job Functions**

- Plan, implement, direct and evaluate the Family Self-Sufficiency Program in accordance with HUD and JHA regulations and guidelines.
- Develop and maintain a comprehensive network of education, job training, mental health, substance abuse and other supportive services.
- Perform FSS outreach and thoroughly promote the program to residents of public housing and the Housing Choice Voucher program.
- Interview prospective participants and determine eligibility based on program guidelines.
- Develop a contract of participation and guide residents in developing appropriate and achievable self-sufficiency goals.
- Monitor progress toward program goals for participants and evaluate overall success of the program.
- Establish and manage program participant's escrow accounts.
- Maintain appropriate documentation and reporting.
- Represent the housing authority at workshops, community events, job fairs, etc.

## **Minimum Qualifications**

- High School Diploma or GED. Experience in human service related field and prior case management preferred.
- Any combination of experience and/or training which would afford the applicant with the knowledge, skills and abilities to meet the requisites for this position.
- Valid Pennsylvania Driver's License.
- Ability to pass a background check, work history verification and drug screen.

## **Knowledge, Skills, Abilities and Other Requirements**

- Demonstrate the ability to plan, organize and direct activities and services.
- Must be able to work independently with a high degree of self-motivation and initiative.
- Ability to communicate effectively, both orally and in writing.
- Ability to assess the needs of individuals and families.
- Can establish effective working relationships with clients, co-workers, community agencies and the general public.
- Can understand federal, state and local housing regulations as it relates to the Family Self-Sufficiency Program.
- Knowledge of resources available in the local community to help residents increase their earnings and assets.
- Demonstrate effective case management techniques including appropriate assessment, goal setting, referrals, monitoring, and client centered interview techniques.
- Successfully work with and serve a diverse local community. Demonstrates tact, courtesy and sensitivity to the needs of residents.

Please send resume to:

Johnstown Housing Authority, PO Box 419, Johnstown, PA 15907 or [aleventry@jhaonline.org](mailto:aleventry@jhaonline.org)

Or apply at:

<https://www.indeed.com/job/service-coordinator-a5283eb15fe034e3>