



**OPEN EMPLOYMENT OPPORTUNITY**

July 24, 2018

<b>Position</b>	<b>Family Self-Sufficiency Coordinator</b>
<b>Assignment</b>	<b>HCVP/Public Housing</b>
<b>Work Hours</b>	<b>Shall fall within the hours between 7:00 A.M. &amp; 5:30 P.M.</b>
<b>Salary Range (Monthly) Grant Funded</b>	<b>\$3,750-\$4,559</b>
<b>Supervisor</b>	<b>Assistant Director of Rental Assistance</b>
<b>Final Filing Date</b>	<b>Open until filled</b>

**Application Requirements**

**An official Housing Authority application form must be submitted to Human Resources Department by the final filing date. Incomplete applications cannot be revised after the final filing date. Resumes may be submitted as additional information only. Applications are available online at hacsj.com or at 448 S Center Street Stockton CA 95203 and may be submitted by mail, in person, by email to HRrecruitment@hacsj.com or by Fax to (209) 460-5117.**

**Selection Procedure**

1. Applicants' qualifications will be evaluated and applicants who clearly appear to be qualified in terms of job prerequisites are eligible to be invited to an interview. Examples of acceptable combinations of education, training and experience include:
  - 8 years experience may be substituted for a BA degree.
  - 4 years experience may be substituted for an AA degree.
  - The length of a training and/or certificate program may be substituted on a 2:1 exchange of months attended for experience (2 months attendance equals 1 month of experience.)
2. Quality ranking factors will be knowledge and ability, education, training and/or experience, and required skills necessary for successful job performance. Candidates will be rated on these and other factors and must receive a majority of acceptable ratings and an average rating of 70 or better to qualify for ranking.
3. The final selection of candidates to fill these vacancies shall be made by the Executive Director from among those recommended, in accordance with the evaluation of the candidates relative to the needs of the Authority. An eligible/promotional list (if applicable to the posted position) will be established. However, when there are less than three (3) names on the list, or the list has been in place for over one (1) year, or when it is necessary to modify the position description, the Executive Director may require a new list.

**Position Description Attached**



## Position Description

<b>Position Title:</b>	Family Self-Sufficiency Program Coordinator (grant-funded)	<b>Pay Classification:</b>	Non-Exempt
<b>Supervisor:</b>	Assistant Director of Assisted Housing	<b>Effective Date:</b>	04/2018

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### Position Summary

Under the supervision of the Assistant Director of Assisted Housing, or designee, the Family Self-Sufficiency Coordinator is responsible for providing comprehensive case management services to Section 8 and Public Housing residents. Responsibilities include ensuring the program meets HUD's Performance Measurement System. Develop individual case plans, coordinate community resources and general case management. Strategically plan outreach efforts with a focus on zero to very low income households in an effort to increase earnings through employment.

**Essential Job Functions** *(If necessary, individuals with disabilities are encouraged to request reasonable accommodations to assist them in performing the essential functions of this position.)*

1. Plans, develops and monitors goals and objectives of the Family Self-Sufficiency program.
2. Strategically plan outreach efforts with a focus on zero to very low income households in an effort to increase earnings through employment income.
3. Coordinates services with participants and local social service agencies including reviewing the status of cases, resolving problems and maintaining accurate case records of services provided.
4. Coordinates, participates, develops and oversees services provided by community based organizations, including services provided through the agency's resource centers and community activities.
5. Coordinate activities with Resident Councils
6. Assesses individual participant needs and established services and training plans, which enable the participant to achieve self-sufficiency.
7. Oversee the financial management, employment and home ownership workshops and trainings, including scheduling classes and coordination with community partners.
8. Develops a Contract of Participation for each participant and monitors participants at least monthly to evaluate their success toward achieving goals and objectives.
9. Contacts public and private agencies and organizations to arrange services needed by participants and provides referrals for services.
10. Assists in establishing and monitoring escrow accounts for participants.
11. Develops and maintains a Program Coordinating Committee of participating community agency representatives.
12. Develops marketing materials, conducts outreach, and plans and facilitates training and orientation to ensure program participation levels are satisfactory.
13. Develops partnerships with educational and occupational institutions and the local business community.
14. Provides and/or assists with public presentations regarding the FSS program and its participants to service clubs and other public forums, as requested.
15. Performs Interim, Annual, and other re-exams as required.
16. Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload,

### Required Knowledge and Abilities

1. Knowledge of case management practices and procedures.
2. Ability to make presentations to business groups and individuals.

3. Ability to write and speak effectively.
4. Knowledge of techniques used in training.
5. Knowledge of modern office equipment, including copiers, personal computers, calculators, facsimile machines, etc.
6. Ability to understand and follow written and oral instructions.
7. Ability to perform basic math calculations.
8. Knowledge of PC-based computer applications, including Microsoft Word and Excel.
9. Ability to engage tactfully and courteously with Authority customers and visitors.
10. Ability to establish and maintain effective working relations with Authority staff, volunteers, residents, other community services agencies, and federal, state and local officials.

### **Minimum Education, Training and/or Experience**

1. Graduation from an accredited four (4) year college or university with major course work in Sociology, Social Work or Human Services, or closely related field preferred.
2. At least three (3) years experience providing case management services.
3. An equivalent combination of education, training, and experience, which provides the required knowledge and abilities, may be substituted on a two for one basis. Personal life experiences applicable to the position may also be considered.

### **Additional Requirements**

1. Must be able to operate a variety of automated office machines including computers, copiers, printers, facsimile machines, telephones, etc.
2. Must be able to move or carry objects or materials such as files, computer printouts, reports, calculators, office supplies, etc.
3. Must possess and maintain an applicable California Driver's License and a driving record acceptable to the Authority's insurance carrier.
4. May be required to attend meetings after normal business hours.
5. Job assigned location may vary. Must be able to travel.



The Housing Authority of the County of San Joaquin values diversity in its work force and is committed to equal employment opportunity and affirmative action. Minorities, females, and persons with disabilities are encouraged to apply

To request accommodation as provided by the Americans with Disabilities Act (ADA), please contact the Human Resource Office at (209) 460-5000, California Relay Service Dial 711