

FAMILY SELF-SUFFICIENCY COORDINATOR

ASHEVILLE HOUSING AUTHORITY JOB POSTING

JOB TITLE: FAMILY SELF SUFFICIENCY COORDINATOR

GENERAL STATEMENT OF JOB

The Family Self-Sufficiency Coordinator performs administrative work coordinating and providing services and activities to residents of the Asheville Housing Authority. Employee is responsible for performing a variety of tasks in coordinating and providing services and activities for Housing Choice Voucher clients; and adhering to Authority providing various types of assistance or counseling; and maintaining associated records and reports. Employee must exercise considerable independent judgment and initiative in performing duties of this position. Employee must also exercise tact and courtesy in extensive public contact.

Employee primary objective is that each participant/family achieves social and economic independence by utilizing the resources and services available in the community and the marketplace. The program is available to all Housing Choice Voucher clients without regard to ethnicity, gender, age, sexual orientation, socio-economic status or other factors that deny the essential humanity of all people.

The program follows a continuum beginning with an application, assessment, life skills, training, specific job skills, education, parenting personal development and separation from the HCV program. Employee reports directly to the Family Self-Sufficiency Manager. (This position is a non-exempt position under FLSA).

Internal applications will be accepted at the Central Office. Please visit our website at www.haca.org, or contact Lafredia Morris at 828-258-1222 for an application. The Housing Authority is an equal opportunity employer. **Position will remain open until filled.**

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Responsible for professional relations with all staff, residents, outside organizations and the community at large.

Identifies socio-economic, psychological and physical needs of the residents; meet with residents and refers residents to appropriate program or agency.

Establish rapport with residents by agreeing to discuss what s/he wants to achieve.

Assist in the development of surveys or needs assessment to determine community needs. Assist in identification of the socio-economic, psychological and physical needs of the residents; meets with residents and refers residents to appropriate program or agency.

Performs office work necessary to maintain the required records on each resident; develops standardized forms, methods and procedures for processing request, detail records, reports, etc.

Determine client objectives and situational factors.

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Recommend Individual Development Plan(s).

Plans and coordinates services to expand economic and job creation opportunities for low-income residents and other economic opportunities by partnering with federal, state, local and non-profits agencies within Buncombe County.

Employee will utilize HUD assistance to improve to increase economic security and self-sufficiency.

Work on special projects as assigned.

Performs other related work as assigned by supervisory personnel. The duties are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an

MINIMUM TRAINING AND EXPERIENCE

Experience working with resident population and community resource agencies; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to operate a variety of machinery and equipment including computers, facsimile machine, calculator, copiers, printers, etc. Must be able to move objects of up to 10 pounds occasionally, and/or up to 5 pounds frequently, and/or negligible amount constantly. Requires the ability to operate motor vehicles. Physical demand requirements are in excess of those for Sedentary Work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Interpersonal Communication: Requires the ability to communicate to people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of policies related to the Housing Authority and other regulatory agencies regarding tenants.

Considerable knowledge of the organization and operation of nonprofit and public sector programs, particularly those that impact public housing residents

Considerable knowledge of social and economic problems related to low-income families, considerable knowledge of available human services resources

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Considerable skills at communicating in writing, developing program budget, and compiling documents for review

Ability to effectively organize and systemize procedures work flow

Ability to deal tactfully and courteously with tenants and other associated parties

Ability to communicate effectively both orally and in writing

Ability to respect privacy and confidentiality during tenant interviews, information gathering and file management

Ability to establish and maintain effective working relationships with employees, tenants, support agencies and the general public

Ability to use computers, including word processing, spreadsheet, database and file other Microsoft programs necessary to perform the job