

**FAMILY SELF SUFFICIENCY (FSS) COORDINATOR:** Responsible for the implementation of the Family Self Sufficiency Program (FSS) within the Housing Choice Voucher Program. Ensures that program activities, case management, guidelines, outreach and marketing will provide a complete package of services to help HCV participants attain 100% self-sufficiency from all forms of government assistance. Work involves a team-oriented approach to the operation of the Public Housing Authority (PHA) under federal and local regulations, as well as a customer service oriented approach. Work involves counseling and monitoring FSS participants as they complete their FSS Contract of Participation; meeting federal program performance requirements and transitioning assisted-families off government assistance.

Requires a four year degree from an accredited college or university. Must be able to keyboard at 40 plus words per minute. Must have the following skills and abilities: to accept or recognize the viewpoint of others and work with a variety of persons from public and private agencies; ability to communicate professionally, orally and in writing; the ability to prepare written descriptions and summaries that effectively communicate the results of directed work; establish priorities and meet deadlines; the ability to enlist diverse groups as well as the ability to use a variety of Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.

**Salary range: \$15.00 - \$17.00 DOQ**