

**Family Self-Sufficiency GED Coordinator:** Responsible for the implementation of the Family Self-Sufficiency Program (FSS) General Education Program 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 teaching, counseling and monitoring FSS participants as they complete their goal of obtaining a GED, thus assisting them with completing their FSS Contract of Participation; referring FSS participants to Workforce Solutions and other local programs that help further their education and/or obtain employment as well as transitioning assisted families off government assistance.

Graduation from an accredited four year college or university is required and must be licensed to teach in the State of Texas. Must have ability to work with a variety of persons from public and private agencies; to communicate professionally, orally and in writing; to prepare written descriptions and summaries that effectively communicate the results of directed work; to develop, organize, document and implement procedures and establish priorities and meet deadlines. Must have ability to use a variety of Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.

Salary: **DOQ**