



Job Posting – July 16, 2021

POSITION: Family Self-Sufficiency (FSS) Coordinator

REPORTS TO: Director of Housing

FLSA STATUS: Non-Exempt (Full Time)

BASIC FUNCTION:

This work involves responsibility for planning, developing, implementing, maintaining, evaluating and overseeing programs designed to increase the economic self-sufficiency of low-income families and thereby reduce their need for subsidized programs and services. The work is performed under general supervision of senior management, with considerable requirement for independent judgment and action taken in the above areas. Supervision may be exercised over one or more subordinate employees.

GENERAL DESCRIPTION

- Plans, implements, directs, and evaluates the Family Self-Sufficiency Program in accordance with regulations promulgated by the United States Department of Housing and Urban Development and policies set by Deep East Texas Regional Housing Authority;
- Develops or assists with the development of Action Plan policies for the program with the recommendations of the Program Coordinating Committee;
- Supervises and participates in the preparation and maintenance of program materials, reports and records such as assessments, financial records, activity reports and case management records;
- Maintains data regarding Family Self-Sufficiency services and accomplishments and prepares reports summarizing these service data for use by the Deep East Texas Regional Housing Authority, the Department of Housing and Urban Development and the community of service providers assisting with the delivery of services;
- Serves as liaison among and between related departments within Deep East Texas Regional Housing Authority whose goals and daily work product relates to the Family Self Sufficiency program including but not limited to housing choice voucher, public housing, finance and other resident services;
- Serves on special boards and committees serving Deep East Texas Regional Housing Authority residents' needs, and represents Deep East Texas Regional Housing Authority at workshops and training programs which benefit from Deep East Texas Regional Housing Authority participation and/or sponsorship.
- Networks with community agencies, determines key leadership from these agencies and coordinates the formation and ongoing viability of a Program

Coordinating Committee to provide services, technical assistance and policy guidance.

- Collaborates with community agencies and mainstream providers for the provision of these services for clients;
- Contracts through Memoranda of Agreement or contracts with community agencies and mainstream providers to ensure on-going provision of these services for clients;
- Interviews and determines the eligibility of applicants for the Family Self-Sufficiency Program;
- Assesses service needs of program participants, and through case management, goal setting, referrals and monitoring assists participants in accessing appropriate public or private community agencies to obtain specialized types of assistance;
- Reviews case records to update and monitor client needs; and
- Maintains knowledge of successful national and local efforts to assist low income families achieve economic self-sufficiency.

EDUCATION AND EXPERIENCE

Bachelor's degree social sciences or related field preferred or experience in public housing, counseling or social work, or a combination of education and experience; and training which provides the required knowledge skills and abilities.

- Travel – Valid Texas driver's license, proof of insurance specified by the State of Texas, and dependable transportation for travel within the region.

SALARY

\$30,000 - \$42,500 per year depending on experience, plus benefits including health insurance, retirement plan and other benefits.

APPLICATION PROCEDURE

Send completed Application and Resume to:
Deep East Texas Council of Governments
Attn: Personnel
1405 Kurth Drive
Lufkin, TX 75904

Email: ddavidson@detcog.gov.

Application form can be found online at www.detcog.gov under the "DETCOG/Notices & Resources/Jobs" link.

APPLICATION DEADLINE

Until filled.

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