

Family Self-Sufficiency (FSS) Specialist

Closing Date: Noon, Friday, July 17th, 2020

REPORTS TO: Executive Director

JOB SUMMARY:

Works with the Program Coordinating Committee, and with local service providers, to develop, organize and coordinate a self-sufficiency program which assures that program participants are linked to the supportive services they need to achieve self-sufficiency. Through case management, the Specialist will monitor participants that are receiving the needed services as well as fulfilling their responsibilities under the FSS Contract of Participation. A caseload of 34 FSS slots will be maintained. Coordinates with Child Welfare to maintain 75 Family Unification Vouchers (FUV). Coordinates the Home Ownership program per HUD regulations. Performs outreach to identify lenders, realtors, title companies and updates the HOS admin plan. Works with Section 8 staff to oversee and promote all the family programs.

Location: This position will be full-time at NOHA's main office.

Essential Job Functions:

1. Coordinates the establishment of the Program Coordinating Committee (PCC) by using various resources to determine the appropriate agencies to represent the community. Continues ongoing recruitment of representatives for the PCC.
2. Participates as a member of the PCC, may act as a facilitator for meetings, i.e. preparation of notices, agendas, etc.
3. Updates and revises policies and procedures as necessary to remain current with HUD regulations; this includes the FSS, FUV and the Homeownership Program.
4. Revises established procedures for recruitment of Family Self-Sufficiency participants.
5. Working with the FSS applicant, develops an Individual Training and Service Plan outlining client's long and short-term goals for self-sufficiency.
6. Monitors progress of FSS participants through case management. Responsible for building for building a supportive rapport with the participants, providing guidance and support as the participants implement their Individual Training and Service Plan.
7. Responsible for escrow accounts, consistent with Federal Guidelines. Annually by January 31st, reports to participants their account balances, withdrawals, deposits etc.
8. Conducts continuous research of appropriate public and social services agencies, social

service organizations, resident groups, and private businesses to determine the most appropriate agencies to provide services to family members. Networks with various groups/agencies to continue looking for additional resources in the community.

9. Acts on referrals from Child Welfare to maintain 75 Family Unification vouchers as well as for foster care youth. Attends Family Decision Meetings with Child Welfare regarding Family Unification (FUP) vouchers. Attends FUP staffing requested by NOHA caseworkers.
10. Coordinates Home Ownership program: conducts/monitors home ownership counseling, provides financial education. Conducts HOS outreach to applicants, community partners and the general public.
11. Updates Home Ownership Admin plan and performs outreach to identify lenders, realtors, title companies.
12. Teach ABC's of Home Buying and Paths to Prosperity curriculums for HOS program.
13. Knowledge of credit reports, personal budgeting, and credit repair.
14. Teach Ready-to-Rent program in conjunction with Clatsop Community Action staff.
15. Monitors Individual Development Accounts (IDA) and compliance of families having accounts.
16. File all expired/dead files improper order and place for disposal as required by HUD Regulations. At proper time, shred and dispose of files
17. Drive NOHA supplied vehicles to trainings, conferences, or other off-site events that may be required.
18. Performs other duties as assigned.

The statements contained herein reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas of the HA to cover absence or relief, to equalize work periods or otherwise to balance the workload.

QUALIFICATIONS

Mandatory Qualifications:

The individual must possess the following knowledge, skills, and abilities and be able to explain and demonstrate that s/he can perform the essential functions of the job.

1. Two (2) years of college with course work in psychology, sociology, social work, or a closely related field; or three years experience in social service or education programs that included case management skills and program development.

2. Must have basic computer knowledge in word processing, spreadsheet, and be able to utilize computers in specialized program operations. The position requires basic mathematic computation skills.
3. Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.
4. Must possess a valid Oregon driver's license. (Exceptions for other state driving license will be made on a case by case basis.) Have a good driving record to assure lowest cost to Authority for insurance. The employer will require substance abuse testing prior to employment and random testing after employment.
5. Have an adequate vehicle for driving to any of our tri-counties areas that we serve. Incidental use of personal vehicle is required. Driving history printout from the Department of Motor Vehicles will be required.
6. Understand the needs for confidentiality of all Housing Authority records.

Secondary Qualifications:

1. Considerable knowledge of community human services system. Knowledge of barriers to self-sufficiency; ability to perform comprehensive social assessments and work with clients in setting appropriate goals; ability to communicate clearly, both orally and in writing, with a wide variety of people; ability to support and motivate clients; ability to achieve and maintain harmonious working relations; ability to work with a considerable degree of independence. Performs duties with only periodic supervision given.
2. MUST BE ABLE TO GET ALONG WELL WITH OTHER STAFF AND THE PUBLIC.
3. External contacts include the general public, citizens, community groups, other government agencies, Housing Authority clients. Types of interactions consist of educating and presenting information in an informal, concise manner; assessing through dialogue and interview techniques; problem-solving, and counseling. Contacts may contain confidential/sensitive information necessitating discretion at all times.