



Housing Authority of the City of Freeport

Family Self Sufficiency Coordinator Job Description

Reports to: Executive Director
Supervises: None
Wage Status: \$50,000-\$55,000 (Depending on Qualifications and Experience)

Organization Description

The goal of the Housing Authority of the City of Freeport (HACF) is to provide safe, decent, and affordable housing, to low-income individuals and families, the elderly, and persons with disabilities. HACF owns and manages 176 conventional public housing units located within the City of Freeport, IL. HACF receives federal funding, technical and professional assistance through the Department of Housing and Urban Development.

Position Summary

The Family Self Sufficiency (FSS) Coordinator is responsible for working with residents, local service organization, and providers to coordinate services that result in self-sufficiency. Coordinator is expected to motivate and engage residents in activities that will assist them in becoming self-sufficient such as education, homeownership preparation, financial literacy, budgeting, family related programs and other resources and programs related to self-sufficiency. Additionally, the Coordinator must be able to communicate and implement rules and regulations as well as perform duties in accordance with Federal regulations governing the FSS program. Primary attention will be given to assessing resident needs and identifying providers and services to address the needs.

The FSS Coordinator will be responsible for conducting annual and interim recertification's along with rent increases that must be completed monthly and within the time requirements allotted by the department policy and procedures as well as HUD requirements.

Major Duties and Responsibilities

1. Recruits new applicants for the FSS program; interviews applicants and provides information.
2. Performs individual and family needs assessment to set goals and determine potential obstacles in achieving self-sufficiency.
3. Develops custom tailored programs with action items and timetables to help families achieve self-sufficiency.
4. Performs new assessments and reassessments of the FSS program participants.
5. Refers participants to appropriate social services and agencies as deemed necessary.

6. Acts as liaison between program participants and various community resources.
7. Creates and maintains case files for all FSS participants.
8. Develops and maintains a working relationship with local social service agencies, community agencies, resident organizations, and resident groups.
9. Develops and submits required program reports.
10. Attends training and certification programs as instructed by the Executive Director; obtains and maintains required certifications.
11. Adheres to the Authority's safety programs and procedures.

Position Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Job requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills & Abilities

Knowledge of:

1. Organization and programs of other community agencies and groups, resources, and referral systems.
2. Socioeconomic problems and needs of low-income families and individuals, including the elderly.
3. HUD regulations, guidelines, and procedures regarding Section 8 and the FSS Program.
4. Housing Services, Administrative, and Homeownership plans.

Skill in:

1. Interviewing clients.
2. Developing individual training/service referral plans.
3. Operating a personal computer, related software, and other standard office equipment.

Ability to:

1. Tactfully and effectively interact with general public, civic, and community organizations.
2. Determine eligibility and continued eligibility for the FSS Program.
3. Establish and maintain effective working relationships with staff, program participants, and service providers.
4. Resolve controversial issues.
5. Manage a self-sufficiency program caseload to facilitate effective, efficient, and timely service delivery.
6. Maintain detailed case notes.
7. Communicate effectively (verbally and in writing).
8. Handle phone calls; compose and reply to emails and txt messages from applicants, participants, and the public.

Education and/or Experience

1. A bachelor's degree in Social Work, in sociology, psychology, education, or related field, along with two years related experience, or an equivalent combination of education and experience.
2. Comprehensive knowledge of the fundamental skills, techniques and practices required to coordinate economic and self-sufficiency services to children and adults.
3. Experience in social service, customer service of working with disabled populations, families in trauma, and/or elderly.

Certificates, Licenses, Registrations

Certification in Section 8 Eligibility, Rent Calculation and Occupancy, FSS Certification will be required after 6 months of employment with HACF. A valid Illinois driver's license.

Physical Demands

Position requires the following physical abilities:

1. Ability to sit, stand, or walk for extended periods
2. Ability to communicate orally and in writing
3. Ability to carry, handle, and move file folders, pens, and other common, light office materials
4. Ability to read housing publications and related materials
5. Ability to physically operate personal computers, copies, facsimile machines, telephones, and other common office machines and equipment

Special Requirements

1. Possession of a valid State of Illinois driver's license.
2. Ability to be covered under the Authority's vehicle insurance policy.
3. Ability to be covered under the Authority's fidelity bond.
4. Must be willing and able to work after hours and on weekends, as needed.
5. Must be willing and able to become certified as a FSS Coordinator.
6. Must be willing and able to obtain and maintain any other required certifications that may become essential.

To Apply

Interested and qualified applicants should send their cover letters and resumes via U.S. mail or email to:

Housing Authority of the City of Freeport
Attention: Bernadette Mekalska
1052 W Galena Ave.
Freeport, IL 61088 or
bmekalska@hacf.us
No phone calls please

Deadline March 15, 2023