

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN
16 ARMISTICE STREET * NEW BRITAIN, CT 06053

TITLE: HCV-FAMILY SELF-SUFFICIENCY (FSS) COORDINATOR

DEPARTMENT: Section 8 -HCV

POSITION DEFINITION: The Housing Choice voucher (HCV/Section 8) Family Self Sufficiency (FSS) Coordinator is responsible for developing and implementing the Housing Authority's HCV-FSS Action Plan and FSS Program. The incumbent will be responsible for:

1. Establishing, organizing, managing and maintaining the FSS Program Coordinating Committee, soliciting new members as needed;
2. Outreach and marketing the HCV FSS Program to NBHA Section 8 Residents;
3. Determining family eligibility for participating, without regard to race, color, religion, sex, handicap, familial status, or national origin, developing participation contracts, and formulating individual and Family Self-Sufficiency Plans in coordination with Residents;
4. Determining the components of the Program and Services, based on the needs identified in the Service Plans;
5. Making referrals to Community Partners as called for in the Service Plans, and following up on such referrals;
6. Maintaining all HCV FSS program requirements, including FSS participation criteria, Timetables for participation, incentive plans, the Escrow Program and termination procedures; and
7. All documentation, filing and reporting, including HUD Reports associated with the Program.

JOB RESPONSIBILITIES:

1. Conducts outreach and marketing of the HCV FSS Program to NBHA Section 8 Residents, and provides information to residents and explains the variety of programs and services available.
2. Interviews applicants for Housing Assistance for both the Section 8 Housing Choice Voucher Program and Family Self-Sufficiency Program to determine the nature and amount of assistance needed and resources available through subsidies.

3. Verifies information received by contacting employees, landlords, social assistance agencies and other related resources to document eligibility.
4. Determines family eligibility for participation in both the Section 8 Housing Choice Voucher Program and Family Self-Sufficiency Program, without regard to race, color, religion, sex, handicap, familial status, or national origin. Develops participation contracts, and formulates Individual and Family Service Plans in coordination with Residents.
5. Determines the components of the Program and Services needed, based on the needs identified in the Services Plans.
6. Makes referrals to Community Partners as called for in the Service Plans, and following up on such referrals.
7. Maintains individual client files for the Family Self-Sufficiency (FSS) Program, which includes counseling sessions, escrow accruals and reviews files to insure compliance with individual goals and modify as required.
8. Maintains all HCV FSS Program requirements, including FSS Participation criteria, Timetables for participation, incentive plans, the Escrow Program, termination procedures, and a Homeownership Program.
9. Ensures that all documentation, filing and reporting, including HUD Reports, associated with the Program, are in compliance with the HCV FSS Action Plan, and HUD filing requirements.
10. Assists in preparing any necessary forms, flyers, postings or other documents to enable individuals and families to take full advantage of NBHA and community-based youth and family services and programs.
11. Maintains detailed record of services provided and referrals made and reviews with supervisory personnel on a regular basis.
12. Acts as liaison with Federal, State, Local and other agencies.
13. Prepares statistical reports for family and youth programs and services and level of involvement.
14. Perform other related duties of the class as required.

SECONDARY JOB DUTIES:

- Acts as a liaison with the Community Partners to ensure needed programs and services for families and children at risk.
- Refers families and youth for all forms of community services, including health, mental health, drug and alcohol assistance when necessary.
- Works with community agencies to foster and support homeownership opportunities for HCV Residents.
- Performs surveys of all developments and HCV Program in regards to program and service needs.
- Expected to attend meetings and functions that may be held at night/weekends.

PERFORMANCE CRITERIA: This position will be evaluated in part on the basis of the effective operation of the HCV FSS Program in keeping with the HCV FSS Action Plan and HUD filing requirements. The incumbent will also be evaluated on referrals of Residents to Community Services based on Service Plans, and the effectiveness of following through. The incumbent will further be evaluated on the basis of the effectiveness of program management, including the escrow accounts, Resident files, Service Plans, program documents, and reporting requirements.

SKILLS/KNOWLEDGE REQUIRED:

- Strong knowledge of Service Plan Development and Service Referrals
- Strong knowledge of Community Services and Programs.
- Above average written and oral communication skills.
- Valid Driver's License.
- Strong interpersonal and communications skills
- Good people skills
- Knowledge of principles of community organization
- Ability to develop effective relationships with people of varied backgrounds.
- Ability to prepare and maintain activity records.
- Ability to develop and implement a variety of family and youth programs and services.
- General knowledge of social, economic, and health issues of public housing residents
- Ability to work harmoniously and collaboratively with all community partners including those in the health, mental health and substance abuse services, family services, job training and placement services, banking, real estate, homeownership programs and education and training programs.

- Skill in outreach and marketing techniques to Section 8 Residents.
- Ability to gather, organize, store records and prepare statistical reports on FSS Programs and services and level of Resident and Community Partner involvement.

EXPERIENCE AND EDUCATION:

1. Bachelors Degree from an accredited college or university in the appropriate discipline; and
2. Two (2) years of pertinent experience, and one (1) year of which must have been in an administrative capacity.
3. Two (2) years of pertinent experience may be substituted for one (1) year of college..

SUPERVISED BY: The HCV FSS Coordinator works under the general supervision of the Section 8 Supervisor who makes work assignments, furnish policy guidance, and provide program direction. The incumbent keeps the Supervisor regularly informed of work-in-progress and programs underway and planned. The incumbent also works under the broad supervision of the Executive Director.

LICENSE OR CERTIFICATE: Valid Connecticut Driver's License required.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

SALARY: Based upon experience

3/31/2010