

**POSITION TITLE:** Family Self-Sufficiency Coordinator

**DEPARTMENT:** Family & Resident Services

**STATUS:** Non-Exempt

**SALARY:** \$45,000.00/year

**POSITION SUMMARY:**

The Family Self-Sufficiency (FSS) Coordinator assists in the development and coordination of public and private resources to assist families in increasing earned income, reducing or eliminating the dependence on welfare assistance, and assisting participants in making progress towards self-sufficiency through service referrals, coaching, training, mentoring, and development of goals. This is a fast-paced, metrics-driven program where the Coordinator has to be flexible, detail-oriented, goal-driven, and think outside of the box in order to increase participation and best-serve an ever-changing portfolio of clients.

**ESSENTIAL FUNCTIONS:**

1. Actively assists with the outreach and recruiting of eligible FSS participants.
2. Helps program participants secure necessary services, such as day care, job training, education, etc. that have previously impeded the participant's ability to become self-sufficient.
3. Develops partnerships with social service agencies to provide program participants with essential services and supports needed to fully participate in the program.
4. Aids program participants in developing strategies that will assist the participant family in achieving both short and long-term goals.
5. Meets with participant families and service providers on a regular basis to ensure participant families are fulfilling their responsibilities as agreed upon in their Contract of Participation.
6. Assists in the development and coordination of monthly program committee meetings.
7. Supports referred zero-income families and assists in obtaining employment.
8. Works with job-seeking participants in applying to, interviewing for, and achieving employment.
9. Reaches out to area employers in an effort to secure job opportunities for participants.
10. Builds relationships with vendors to plan and conduct ongoing and new trainings/workshops.
11. Acts as a Housing Choice Voucher liaison for eligible participants

**OTHER RESPONSIBILITIES:**

1. Performs similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Bachelor's degree in social work or related field;
2. Minimum of three (3) years' experience as a direct provider of services to families/individuals;
3. Must be proficient in speaking, reading, and writing in English; bilingual candidates (English/Spanish) preferred;
4. Knowledge of and familiarity with local social service agencies and programs;
5. Strong organizational skills;
6. Ability to manage multiple clients, tasks, and projects simultaneously and meet deadlines;
7. Strong interpersonal communication skills, as well as written and verbal communication skills;
8. Positive attitude; ability to set expectations and hold people accountable to goals;
9. Ability to work effectively with clients representing diverse backgrounds;
10. Ability to be relied upon to be available for work.