



JOB POSTING

TO: SHA Staff, Residents, and General Public
FROM: Mal Harrison, Executive Administrative Assistant
DATE: June 26, 2024
POSITION: Family Self Sufficiency (FSS) Coordinator
CLASSIFICATION: Full-Time, Grant Funded Position
OPENING DATE: June 26, 2024
CLOSING DATE: Posted until desired number of applications received.
START DATE: Immediately
TO APPLY: Please apply on our website (<https://selmahousing.com>).

POSITION SUMMARY: The Family Self Sufficiency (FSS) Coordinator is a grant funded position. Under the direction of the Chief Operating Officer (COO), the FSS Coordinator is responsible for planning, developing and coordinating programs for Selma Housing Authority's (SHA's) residents dealing with support services and resident assistance programs that will enhance the social welfare of the citizens involved. Employee plans own work within the policies of the SHA and the guidelines set forth by the Department of Housing and Urban Development (HUD). Employee coordinates work with other departments within the SHA. Work is reviewed by the COO through conferences, reports, and evaluation of program effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The key duties and responsibilities listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

MAJOR DUTIES AND RESPONSIBILITIES

1. Administering the FSS program, including creating and implementing program policy and regulations in accordance with HUD regulations.
2. Communicating with low-income public housing residents and the community about the FSS program; conducts outreach to potential participants.
3. Providing personal, financial, employment, and educational counseling and assistance to individuals.

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4. Analyzing and preparing needs assessments for the FSS program; executes the Contract of Participation, conducts home visits; and, evaluates progress of participants in the program.
5. Coordinating all referrals for social services, follow-up to ensure FSS participants receive needed services and provide job and life skills training and job development as needed.
6. Working with the Program Coordinating Committee (PCC) as outlined in the FSS Action Plan, serve as a secretary to keep minutes, prepare all PCC reports, and arrange for all PCC meetings.
7. Working with local business and industry to assist FSS participants to obtain employment and with local community and faith-based organizations to see that they obtain supportive services.
8. Working with the Providing Assistance to Homeownership (P.A.T.H.) Program, after-school learning centers, Resident Opportunities and Self-Sufficiency (R.O.S.S.) Program Coordinator, and HUD homeownership supportive services to assist FSS participants with receiving job training and placement, education, financial management, basic life necessities, and homeownership training.
9. Preparing monthly progress reports for the SHA Board of Commissioners, quarterly PCC reports, and bi-annually HUD reports.
10. Meeting monthly with SHA program coordinators to ensure that FSS participants are receiving needed services from SHA job training and educational programs.
11. Maintaining individual participant files and completing the Contract of Participation, FSS enrollment/Personal Needs Assessment Plan and the Individual Training and Service Plan with FSS families.
12. Reviewing Escrow Accounts activity and prepare a report for each family every six months.
13. Meeting with each participant quarterly to review progress and assist participants to achieve their goals.
14. Performing other duties as required to assist participants for success.
15. Perform other reasonably related duties as assigned by the COO.





MINIMUM TRAINING/EXPERIENCE TO PERFORM ESSENTIAL JOB DUTIES:

1. Knowledge of public relations techniques and available media sources.
2. Must exercise considerable tact and judgment in working with residents and in effecting solutions to complex problems.
3. Considerable knowledge of the operation of commonly used office equipment including personal computers.
4. Ability to express oneself effectively, both orally and in writing, and to prepare clear, concise and comprehensive reports.
5. Ability to gain the cooperation of community volunteer groups, other governmental agencies and city and county agencies.
6. Ability to establish and maintain effective working relationship with the elderly and disabled residents of the SHA.
7. Ability to design and implement effective programs.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which includes: computer, printer, facsimile machine, telephone, etc. Physical demand requirements are at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural, or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange financial, legal or administrative information. Includes giving assignments and/or directions to coworkers or assistants as well as communicating with elected officials and the general public.





LANGUAGE ABILITY: Requires ability to read a variety of informational, personnel related and financial documentation, directions, instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the policies, procedures, and activities of the SHA and general practices as they pertain to the performance of duties relating to the position of the FSS Coordinator. Has thorough knowledge of structural inspection practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.





Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists with identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Housing Authority and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the Housing Authority.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff and employees in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with the President/CEO, COO, department heads, co-workers, elected officials, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.





Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

The Selma Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Housing Authority may provide reasonable

Accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Social Work, Psychology, Gerontology, or other social science and/or a minimum of two years of relevant experience in coordinating services for low-income families, senior citizens, and/or people with disabilities.
2. Must be bondable.
3. Valid Driver's License.

