

## ASHEBORO HOUSING AUTHORITY

### JOB OPENING: FAMILY SELF-SUFFICIENCY COORDINATOR

March 11, 2024

If you would like to apply, please submit a resume to Robert Lawler, Executive Director [rlawler@asheboroha.org](mailto:rlawler@asheboroha.org)

Due by April 15, 2024

#### **Position Description**

The primary purpose of this position is to plan, coordinate, and organize a variety of programs related to resident/tenant self-sufficiency. The position assists tenants in becoming self-sufficient and economically independent, by engaging with and counseling tenants to determine the community's needs and providing useful resources and services. In addition, the incumbent is responsible for maintaining positive working relationships with local social services and provider organizations. Salary level DOQ. This position is subject to a HUD-funded grant.

The Family Self-Sufficiency Coordinator will coordinate activities, manage, counsel, and evaluate a caseload of participants in the Authority's Family Self-Sufficiency program. The Family Self-Sufficiency Coordinator will provide or arrange for training programs, conduct orientations, evaluations, and appraisals of clients, collect data, file reports, and provide guidance to program participants.

Positions in this class have the responsibility for managing a minimum caseload (25) of Family Self-Sufficiency participants from orientation, intake, through completion/graduation.

#### **Essential Job Functions**

- Provide Family Self-Sufficiency information to prospective participants.
- Provide case management services including orientation, intake, contract signing, progress evaluation, assistance, and graduation, through regular meetings with program participants.
- Create articles, layout, and design for newsletters. Develop materials, forms, and brochures concerning program activities.
- Compile statistics, develop reports, and provide information and data to the Management staff.
- Attend and participate in meetings with partners, non-profits, and other public agencies relating to Self-Sufficiency activities.
- Document files, computer records, and update case notes regarding program participants with accuracy and consistency.
- Coordinate housing program activities with other Authority staff and programs.
- Communicates with the Program Coordinating Committee (PCC) using appropriate agencies, and coordinates PCC meetings.
- Interview tenants (in person, via telephone, or other means) regarding personal and family adjustments, finances, employment, food, clothing, housing needs, and physical and mental impairments to determine the nature and degree of the problem.
- Secures and evaluates information concerning medical, psychological, and social factors to address barriers to tenants obtaining economic self-sufficiency.
- Develops case plans with tenants individually, as a family, or in other small groups, and aids tenants in mobilizing their inner capabilities and external resources to improve social functioning.
- Assists participants in determining the level of financial literacy and steps needed for each participant to become self-sufficient; determines family's eligibility for homeownership counseling, housing resources, and future homeownership opportunities.
- Assists residents in modifying their attitudes and patterns of behavior by increasing their understanding of self and personal problems.
- Networks and forms relationships with other housing professionals and service providers to keep abreast of services and assistance available to residents; ensures that others within AHA are made aware of services and assistance options available to residents.
- Refers residents to appropriate supportive services, community agencies, and resources; supports and encourages residents' efforts in becoming self-sufficient.
- Assists with coordination of onsite events for residents as appropriate, including workshops or training.
- Reviews service plans and performs follow-up to determine the quantity and quality of service provided to residents and the status of their case.
- Performs other related duties as assigned.

#### **Education and/or Experience**

Bachelor's degree in Social Services, Public Administration, or related field and a minimum of three (3) years of experience in affordable housing programs or social services. An equivalent combination of education and experience may be considered. Must possess a valid driver's license and be insurable under the Authority's plan.

