

Framingham Housing Authority Job Description

Job title	Family Self Sufficiency Coordinator (FSS Coordinator) (HUD Grant Position)
Reports to	Deputy Executive Director and Director of Resident Services

Job purpose

The FSS Coordinator is responsible for the Section 8 and Public Housing Family Self Sufficiency Program. This position enables all residents to successfully participate in social, educational and economic mainstream programs. Monitors progress of the FSS participants to ensure that the agency is providing effective FSS programs. Encourage residents to participate in self-sufficiency programs and prove linkages by assessment between residents and outside supportive agencies. Support residents to enhance the quality of their lives, thereby encouraging and empowering them towards self-sufficiency.

Duties and responsibilities

- Recruits families for Framingham Housing FSS programs to keep in compliance with goals and objectives of HUD grant
- Meets with participants to assess needs and match clients with appropriate FSS goals through the creation of individual support plan (ISP)
- Monitor and reports residents FSS goals in a timely manner to HUD
- Ensures services provided by outside agencies are being delivered according to contract.
- Collaborates and maintains positive working relationships with outside service providers and residents
- Maintain data regarding FSS, Residential services, services and accomplishments
- Establish Escrow accounts as required for participants
- Prepare reports summarizing data for the Executive Director, Board of Directors as well as State and Federal funding agencies.
- Coordinate grant submissions for FSS Coordinator
- Supervises direct staff including distributing or adjust staff workload, providing technical assistance and training to improve staff performance, identifying and facilitating professional development activities and conducting regular performance reviews and remedial development plans when needed.

Qualifications

- FSS Coordinator Certification (or become Certified within one (1) year)
- At least 2 years of experience in Federal Family Self Sufficiency program
- At least 2 years of Supervisory Experience of two or more direct report
- Working knowledge of HUD regulations, especially Housing Choice Voucher Programs and Public Housing
- Experience in preparing and submitting responses for government funding
- Experience in working with Social Service Agencies, specifically Department of Children and Families
- Must hold a valid Massachusetts Driver's License
- Strong analytical, problem solving, negotiation and organizational skills
- Proficiency using Microsoft word, Excel, Access and PowerPoint
- Experience with HUD online systems including Public and Indian Housing Information Center (PIC), Enterprise income Verification System (EIV) and Section 8 systems (Yardi, Happy Software, PHA Web etc.)

Framingham Housing Authority

Job Description

- High school diploma or equivalent required with at least 3 years of related experience, to include experience working with the older adult population or a bachelor's degree in a human services related field; gerontology or psychology preferred. Working knowledge of supportive services and other resources for older adults and/or persons with disabilities is preferred.

Working conditions

At times, the Family Self Sufficiency Coordinator may be required to work evenings or weekends to meet Housing Authority goals and objectives.

Salary

\$70,000 - \$75,000

Interested candidates should send a resume to Framingham Housing Authority, 1 John J. Brady Drive, Framingham, MA 01702 Attn: Janet Bibo or email to jbibo@framha.org. This position will remain open until it is filled.

Approved by:	
Date approved:	
Reviewed:	