



JOB ANNOUNCEMENT

**Eligibility: Pueblo Housing Authority Employees
and Qualified Public**

April 28, 2022

The Housing Authority of the City of Pueblo has an opening for the position of Family Self Sufficiency (FSS) Coordinator. This is a full-time position with a starting rate of \$22.99 per hour. Please review the attached job description and qualifications carefully before completing an application.

If you have any questions regarding this position, please contact Maya Galeas in the Human Resources Department.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave, between 8:00 a.m. and 4:30 p.m. or on our website: www.hapueblo.org

Job posting will remain open until position is filled.

Date: 4/2022

**Title: Family Self Sufficiency (FSS)
Coordinator**



General Purpose

Performs work of routine difficulty involving the organizing and managing of case management for eligible families in the Section 8 Housing Choice Voucher Program or Public Housing Program. May perform other duties as requested by supervisor.

Essential Duties and Responsibilities

- Responsible for identifying and securing commitments of public and private resources needed for the FSS Program
- Establishes and maintains a referral and networking system to include employment, education, and training opportunities with business and social service agencies in the community
- Establishes “Contract of Participation” with FSS candidate, including educational, employment, goals, and an assessment of the candidate's needs in terms of childcare, transportation, counseling, personal development training, education, etc.; maintains open communication with participants to facilitate implementation of the plan; serves as a mentor to participants
- Develops policy of assessment for participants, including criteria for evaluation of progress of participants and a procedure for termination from the program, in the event of failure to comply with the FSS “Contract of Participation”
- Coordinates with Housing Authority of the City of Pueblo (HACP) Accounting Department in establishing and maintaining an FSS escrow account for each family participating in the FSS Program according to the United States Department of Housing and Urban Development (HUD) regulations; tracks escrow payments
- Establishes and maintains computer database for case management, program statistics, and FSS applicant list
- Works closely with all departments of HACP associated with the FSS program to ensure compliance with HUD regulations and agency policies; responsible for reporting on FSS program to HACP management and to HUD via FSS Performance Management System
- Coordinates the functions of the FSS Advisory Committee
- Accesses HUD’s grant system (grant.gov) to research and submit proposals for available funding sources and grants under HUD’s Notice of Funding Available (NOFA)

- May be required to conduct home visits.

Education, Training and Experience

- Four-year degree in Business, Public Administration, or Social Sciences from an accredited college or university or equivalent work experience
- Two years of organizational program management experience in the fields of business or social service

Knowledge and Qualifications

- Knowledge of pertinent Public/Leased Housing, FSS operating procedures and policies, Resident Initiative Policies/Programs, and knowledge of the principles, practices, and techniques of housing management desired
- Knowledge of community resource services and providers
- Demonstrated skill in public speaking; ability to address and persuade groups regarding development programs
- Knowledge of HUD rules and regulations
- Ability to successfully write and submit proposals for funding
- Computer proficiency in MS Office
- Valid Colorado driver's license with eligibility for coverage under HACF fleet auto insurance

Materials and Equipment Used

Standard office materials and equipment

Supervisory Responsibilities

Employee does not have any supervisory responsibilities

Working Environment and Physical Responsibilities

The work of the employee involves the risks and discomforts associated with an office or indoor, business, or residential environment. The employee may occasionally be required to travel to residential or business locations, involving adverse weather and road conditions.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.