

Housing Authority of the City of East St. Louis

Job Description

Title: Family Self -Sufficiency Coordinator (FSS)

Salary: \$52,409.76 (Non-Exempt)

Reports To: District Asset Manager

Position Description:

Coordinates supportive services and other activities designed to help public housing residents attain self-sufficiency. Create and maintain partnerships with employers and service providers within the community to assist residents with necessary services and employment.

Essential Duties:

1. Develop and maintain a comprehensive network of education, job training counseling, mental health, substance abuse, and other supportive services to residents. Create and maintain a directory of available service vendors/resources.
2. Develop and implement programs to assist with job opportunities. Identify jobs and link qualified participants with slated opportunities.
3. Create an escrow account for program participants. Escrow accounts must be established and properly maintained as specified in the FSS Coordinator Grant.
4. Continually evaluate participant's progress and engagement with program goals. Act as a liaison between participants and the service providers.
5. Maintain regular contact with residents to provide available resources and monitor their level of commitment to the program goals. Schedule regular meetings with the residents.
6. Complete required documents, monthly reports and case notes accurately. Maintain assessment reports, financial records, and activity reports regularly and accurately.
7. Coordinate workshops, job fairs, and other training programs for participants with community agencies and various service providers. Continuously develop and promote self-sufficiency activities for participants through various partnerships.
8. Seek out new program funding sources, prepare and complete public and private grants, and work toward various sources to continue program sustainability.

9. Continually develop strategies to improve delivery of content and quality to the residents.
10. Travel to various locations for program related training/conferences.
11. Perform other related duties as assigned.

Performance Standards:

- Attendance is reliable; leave does not exceed the amount permitted, the employee has no unexcused absences from the job and the employee is available to work during non-business hours as needed.
- Work priorities are clearly established and followed. Deadlines are met on all assignments.
- Employee exercises good telephone skills. No complaints are received regarding telephone etiquette from staff or from the public.
- Files are maintained in accordance with HUD guidelines and good record keeping practices, in a neat, detailed, organized and orderly fashion so that files are easily located; all documents are properly filed within three (3) business days.
- Grants, request for vendor services, and various reports are prepared and submitted in a timely manner.
- Attend HUD sponsored and community-based meetings to enhance services, grant objectives, and strategize on best practices and scope of work to achieve measurable goals created by the provisions of the grant.
- Grant funds must be used only for eligible activities approved by HUD. Must submit any deviations or revisions to HUD prior to implementation in writing.
- Grant funds must be used in accordance with all applicable federal and equal opportunity laws and regulations.
- Effective communication is maintained with internal and external parties.
- The public is treated with respect and courtesy; callers and visitors are screened and properly handled; and information is provided to the public accurately and appropriately.

Qualifications:

Education: Bachelor's Degree is preferred.

Experience: A minimum of three (3) years in Human Services supervising staff and managing daily tasks and the ability to communicate effectively. Strong experience in building key stakeholder relationships and organizational skills. Preferable experience in public housing.

Special Skills: Ability to work effectively with various agencies/vendors.

Excellent human relations, public relations, and case management skills.

Experienced working with low income family demographics.

Strong writing skills required to prepare grants, generate promotional materials and public relation releases.

Must have a valid driver's license and a safe driving record.

Other

Requirements: Proficient knowledge of current HUD program rules and regulations.

Submit Resume to:

eslha-hr@eslha.org or online at: www.eslha.org

East St. Louis Housing Authority is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and shall not be construed as an exhaustive list of responsibilities, duties, and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the Housing Authority of the City of East St. Louis.