



PUBLIC HOUSING
180 Visger Rd.
Office (313) 382-1414
Fax (313) 382-0228



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JOB POSTING

Title:	FSS Coordinator
Reports To:	Executive Director
Employment Type:	Regular, Full Time; Initial 90 Day Probationary Period; Grant position

SUMMARY OF POSITION

River Rouge Housing Commission is seeking a Family Self – Sufficiency (FSS) Coordinator for its Public Housing and Assisted Housing FSS Program. The position is responsible for performing various duties relative to the management of the FSS Program, to include developing, coordinating, and implementing methods to recruit new applicants and facilitate self-sufficiency for program participants, while ensuring compliance with the U.S. Department of Housing and Urban Development (HUD) Federal Regulations. This position reports to the Executive Director for the development and management of the Family Self-Sufficiency (FSS) Program

DUTIES AND RESPONSIBILITIES

- Implement the FSS program as required by 24 CFR 984; Maintain and adhere to the FSS Action Plan and all relevant local program policies.
- Recruit FSS program participants to maintain minimal caseload; Create and implement an outreach plan and enroll FSS participant families, maintaining at least the minimum caseload required by HUD; Conduct intakes, interviews, and assessments with potential and current FSS program participants.
- Ensure that a service plan is prepared for head of FSS family and each adult member of the FSS family who elects to participate in the FSS program.
- Build and maintain partnerships with employers and service providers in the community and work with such local service providers to ensure that FSS program participants are linked to the supportive services they need to achieve self-sufficiency, including services for participants with limited English proficiency, financial literacy/credit, employment, education, etc.
- Plan and coordinate activities for program participants, such as job training programs, mock interviews, GED classes, financial literacy workshops, etc.
- Ensure that the services and supports included in the participants' Contracts of Participation are provided on a regular, ongoing and satisfactory basis; participants are fulfilling their responsibilities under the Contracts; and FSS escrow accounts are established and properly maintained for eligible families.



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- Maintain regular contact and communication with FSS participants using various methods such as phone calls, emails, home/work visits, etc. to review progress, promote opportunities for them to increase their income, and address and eliminate barriers to advancement and graduation/program completion.
- Ensure escrow account calculations are completed and accurate; Oversee the account of forfeited escrow funds in accord with 24 CFR 984.305(f)(2) and local policy.
- Prepare all HUD and RRHC-required reports relating to the FSS Program.
- Create and maintain a case file on each FSS Program participant.
- Develop and maintain working relationships with RRHC staff, external community agencies, and resident groups.
- May perform additional functions for HCV residents including interim and annual reexaminations, and other associated duties.
- Complete mandatory HUD FSS Training within 90 days of start date.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university in social work, public administration, psychology, or closely related field, with a minimum of two years' experience in responsible public contact (preferably in one of the previously listed fields); or an Associate's degree and four years' experience working in an FSS Program; or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Commission, constitutes the required knowledge and abilities.
- Must have strong analytical, verbal, written, organizational, and interpersonal skills, and a considerable knowledge of community agencies, resources, and case management experience.
- Must have valid driver's license.
- Must have the ability to read, write and comprehend simple instructions, correspondence, and memos in English.
- Must be able to effectively present information in one-on-one and small group situations to customers, clients and other employees of the Commission.
- Establish and maintain positive and effective working relationships with those contacted in the course of work.
- Must be able to maintain control and calm composure with people while working with continually changing tasks in a deadline work environment.
- Be able to identify and define problems/goals including scope and sequence of priorities for attainment; selecting and implementing alternative solution strategies; and supervising resources.



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- Must have good work ethic, is dependable, and meets commitments by exhibiting willingness to put in extra effort to get the job done; be available for work on a consistent and timely basis.
- Must have the ability to develop plans to achieve objectives by identifying resources needed, time allocations, and anticipated obstacles; utilizes planning tools and methods for prioritizing, organizing, and following through.

SUBMISSION

Please submit resume detailing experience and education and salary requirements to enugin@riverrougehousing.com. Position will remain open until a qualified candidate is selected.