

The Housing Authority

Of the City of Bloomington

1007 N. Summit St.

Bloomington, IN 47404

Phone (812) 339-3491

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SUMMARY

The Family Self-Sufficiency (FSS) Coordinator assures that FSS program participants are linked to various supportive services needed to achieve self-sufficiency. The Coordinator works directly with FSS program participants, helping each to set, pursue and accomplish personal and family self-sufficiency goals including obtaining and/or advancing in employment, education pursuits, job training, and other goals that will allow residents to become independent of public assistance.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree preferred or a minimum of 5 years of experience in social service, workforce development, or related work.
- Must be willing and able to work a variety of hours with occasional nights and weekends.
- Valid Indiana Driver's License
- Must have and maintain a driving record acceptable to client and its insurance carrier(s).
- Excellent verbal and written communication skills.
- Any combination of experience and/or training which would give the applicant knowledge in case plan development, caseload management
- Computer skills a must.

PREFERRED QUALIFICATIONS:

- Certification in career guidance/placement and/or employment services
- Experience in public, private or non-profit agencies in a position directly delivering services to diverse ethnic and socio-economic populations.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

- Attend training for FSS. Pass tests required for Certification.
- Responsible for submitting application for funding of positions and other funding that might become available; update and implement changes in program guidelines when mandated by the Department of Housing and Urban Development.
- Prepare and submit all required HUD reports pertaining to the FSS Program; track information in the 50058.
- Maintain statistical information on FSS program and participants; submit accurate performance measurement model yearly; conduct bi-annual objective reviews for FSS program participants.

- Use a case management approach that increases earnings and advance employment outcome through work readiness, employer linkages, job placement and retention and educational advancement
- Market FSS programs to the residents and HCV tenants; conduct interviews with participants to determine the nature and extent of their needs; develop a contract of participation with each head of household and guide them in developing appropriate and achievable self-sufficiency goals.
- Meet with participants individually and collectively to address barriers and to identify strengths; aid in resolving tenant related problems and complaints. As appropriate, serve as mediator and exhibit sound judgment in handling crises and emergency situations.
- Resource coordination for high quality delivery of services with other community based organizations. Work with area agencies, city government, banks and organizations to promote the FSS and Home Ownership program and establish new partnerships; keep informed of community, social and economic resources available to low-income families.
- Develop or renew partnership agreements with social service agencies for coordination of services; provide follow along and case management referrals to human service delivery agencies based on FSS assessment.
- Develop and administer FSS budget; track escrow accounts for Financial Director.
- Work collaboratively with HCV in recruiting new participants; assist with the Homeownership Program as assigned.
- Participate in staff trainings, daily and weekly meetings to ensure program outcomes achievement. Encourage open communication and team approach to program activities with a customer service approach.
- Provide supportive services and workshops to individuals who are unemployed or underemployed; create and coordinate networks of employers and community partners to tackle barriers to full employment.
- Schedule credit and budget classes for families and track progress of participants through program.
- Schedule, promote, organize and lead quarterly Program Coordinating Committee (PCC) meetings.
- Create newsletters and flyers to send out to FSS participants.
- Perform a variety of clerical tasks.

WORKING AND PHYSICAL CONDITIONS:

Indoor and outdoor environments; exposure to office computer screens, exposure to extremes in weather conditions. Lifting, stooping, speaking, depth perception, carrying, reaching, hearing, sitting, balancing and handling.

How to Apply: Anyone wishing to apply for this position may do so by sending your resume and cover letter to Ms. Felita Lucas at flucas@blha.net. The deadline to submit all required documents is February 8, 2019.

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