POSITION SPECIFICATION

POSITION TITLE: **Family Self-Sufficiency Coordinator**
POSITION CLASSIFICATION: **Non-exempt, Monday – Friday, 35 hrs/wk**
SALARY RANGE: **$16.00 – $18.00 per hour**

QUALIFICATIONS:
Qualifications include an Associate's Degree in Liberal Arts or related Human Services or graduation from high school or equivalent with two years of previous case management experience preferred. Must have the ability to perform responsibilities involving coordination, monitoring, and planning. Must have the ability to establish working relationships with others, demonstrate the ability to work independently, and possess strong organization and communication skills. Must be driven and willing to develop and grow this program in St. Lawrence County. Duties include assisting families in setting individualized and attainable goals to achieve financial independence, tracking program success and reporting outcomes, and helping individuals establish training and services plans. Experience with Microsoft Office is necessary. A valid New York State driver's license is required for involved travel.

POSITION SUMMARY:
Under the supervision of the Housing Choice Voucher Program Director perform activities as necessary to assist housing participants in setting individualized and attainable goals to achieve financial independence. This shall be done in accordance with the objectives and policies of CDP and funding sources. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

CRITICAL ELEMENTS:

1. Must have the ability to read and understand documents, files, and forms.
2. Must have the ability to compose and write business letters.
3. Must have the ability to learn and utilize specially designed software programs for the Housing Choice Voucher Program.
4. Must have the ability to complete individualized training and service plans with participants.
5. Treat customers with respect and maintain confidentiality.

FAMILY SELF-SUFFICIENCY DUTIES:

- Acquire and maintain required certification as per position requirements.
- Assist families in setting individualized and attainable goals to achieve financial independence.
- Draft contracts and establish Individual Training and Services Plan.
- Regularly check in with FSS families to monitor progress, provide support, and update records.
- Determine when terminations and exits are appropriate.
- Track program success and report outcomes, respond to HTFC surveys and other data requests.
- Recruit program participants. The enrollment must be 25-74 participants.

This job description is not intended to be all-inclusive. The employee will perform other reasonably related business duties as assigned by the Housing Choice Voucher Program Director.

This organization reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

St. Lawrence County CDP, Inc. is an EOE.

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Employee's Signature Date

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Print Name

Revised: February 23, 2023
Board of Directors Approval: March 15, 2023