



# Housing Self Sufficiency Coordinator

Date: 10/23/2018

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**Reports to:** Housing Director

**Classification:** Full -time

**Department:** Housing

**Status:** Non-exempt

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## POSITION SUMMARY:

Responsible for planning, developing, implementing, maintaining, evaluating and overseeing programs designed to increase the economic self-sufficiency of low-income families and thereby reduce their need for subsidized programs and services.

## ESSENTIAL FUNCTIONS:

- Plans, implements, directs, and evaluates the Family Self-Sufficiency Program in accordance with regulations and policies set by SEK-CAP
- Develops or assists with the development of policies for the program.
- Supervises and participates in the preparation and maintenance of program materials, reports and records such as assessments, financial records, activity reports and case management records;
- Maintains data regarding Family Self-Sufficiency services and accomplishments and prepares reports summarizing these service data for use by SEK-CAP;
- Collaborates with community agencies and mainstream providers for the provision of housing and related services for clients;
- Contracts through Memoranda of Agreement or contracts with community agencies and mainstream providers to ensure on-going provision of these services for clients;
- Interviews and determines the eligibility of applicants for the Family Self-Sufficiency Program;
- Assesses service needs of program participants through case management, goal setting, referrals and monitoring;
- Assists participants in accessing appropriate public or private community agencies to obtain specialized types of assistance;
- Reviews case records to update and monitor client needs;
- Maintains knowledge of national and local best practices to assist low income;
- Secure information through a focused interview of the customer to assess individual, family, and community strengths and needs;
- Refer customers to community resources based on assessed needs and follow-up as needed.
- Provide customers with information about opportunities to volunteer and give back to their community.
- Conduct home visits to assess customer's home environment for strengths and needs-based goal planning.
- Identify and work to minimize service gaps that exist in assigned service area.
- Actively participate in county coalitions and identify and participate in other community networking opportunities.
- Facilitate or refer program participants to classes that provide training in basic life skills, such as cleaning, cooking, budgeting, etc.
- Communicate effectively with Housing Director.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory training and staff meetings.

- Report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Maintain and assures confidentiality and privacy of SEK-CAP, Inc. customers.
- Uphold and promote the Code of Ethics, Core Values, and Mission Statement of SEK-CAP, Inc.
- Support management decisions both in actions and words.
- Other duties as assigned.

## **KNOWLEDGE AND EXPERIENCE:**

### Essential:

1. Basic computer skills on IBM compatible P.C. systems and software.
2. Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems.
3. Superior interpersonal skills. Ability to get along with diverse personalities. Tactful, mature, and flexible.
4. Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing.
5. Resourceful and well organized.
6. Must be of excellent moral character.
7. Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
8. Ability to learn and adapt.

### Desired:

1. Community based work experience
2. Knowledge of local community resources.
3. Demonstrated knowledge of the characteristics, needs and interests of housing choice voucher and public housing residents
4. Case management techniques including appropriate assessment, goal setting, referral, monitoring and limited crisis management techniques;
5. Client centered interviewing techniques
6. Demonstrated ability to plan, organize and direct activities and services
7. Ability to communicate effectively, both orally and in writing;

## **EDUCATION AND QUALIFICATIONS:**

1. BA/BS degree in Social Work, Psychology, Sociology or related field.
2. Possess current, valid driver's license and meet agency insurance underwriting guidelines.
3. Submit to and pass standard criminal history check.
4. Submit to and pass standard drug screen test.
5. Obtain First Aid and CPR certification.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Use hands to finger, handle, or feel;
2. Reach with hands and arms;
3. Sit or occasionally stand; walk and stoop, kneel, or crouch;
4. Regularly lift and/or move up to 10 pounds;
5. Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus;
6. Occasional exposure to wet and/or humid conditions;
7. Outside weather conditions;
8. Noise level is usually quiet to moderate.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date