# Tallahassee Housing Authority Employment Opportunity

**Position Description**

Position: Supervisor: Salary Range:

Family Self-Sufficiency Service Coordinator Director of Development & Administrative Support

Minimum -$45,000.00 Maximum$ 55,000.00 Annually

Vacant until filled

**Send resume to DanaGreen@tallha.org**

**Major Function:** Assists Tallahassee Housing Authority residents with becoming self-sufficient by developing strategies for reaching economic independence. Conducts awareness meetings to recruit residents for participation in FSS programs and provides resources that can assist them in progression towards economic independence and housing self-sufficiency.

# ESSENTIAL DUTIES

1. Identifies and assesses resident family needs and coordinates supportive services and other activities designed to assist public housing residents with increasing earned income and reducing or eliminating the need for rental assistance
2. Builds relationships with local supportive services that offer assistance to public housing

residents with obtaining jobs, child care, transportation, education, substance/alcohol abuse treatment, counseling, homeownership, household skill training, etc.

1. Develops supportive professional relationships with residents that help them enhance their quality of life and empower and encourage residents towards achieving self-­ sufficiency
2. Implements activities for residents; coordinates educational programs and resident educational

and empowerment activities to help participants achieve employment goals and accumulate assets

1. Ensures that services included in contracts of participation are actually being provided

for participant residents and that residents are fulfilling their responsibilities

1. Monitors escrow accounts of program participants and ensures that escrow accounts are properly maintained
2. Updates data collection systems on program participants and enters information into the

computer system; notates and documents client contacts, referrals, new resources and information; tracks progress of participants; and evaluates and reports on program progress towards achievement of goals according to FSS program requirements

1. Conducts surveys to assess the needs of residents. Tabulates survey results to evaluate programs and plan relevant services for the community
2. Completes/maintains service reports, grant reports and program files; maintains activities budgets
3. Conducts research **in** order to locate grant opportunities and writes grant applications
4. Markets programs and supportive services to residents; perform outreach to all residents
5. Coordinates and facilitate residents' meetings
6. Assists with recruiting and supervising volunteers
7. Utilizes Microsoft Word, Excel, PowerPoint, Outlook and housing related software as needed to complete tasks
8. Works independently will minimum supervision
9. Manages multiple priorities and prioritizes tasks
10. Communicates effectively both verbally and in writing in English
11. Actively participates in team meetings as a partner in the development and execution of the strategic planning process
12. Courteously and tactfully interacts with the public at all levels and with individuals from diverse

backgrounds

1. Effectively coordinates the work of volunteers
2. Establishes and maintains effective working relationships with co-workers, service-providers, residents, the general public and social service agency personnel

**OTHER IMPORTANT DUTIES:** Attends developmental and training opportunities as directed by supervisor. Performs related work as required and as deemed necessary by Tallahassee Housing Authority.

# Required Knowledge, Skill and Abilities

1. Knowledge of community networking strategies and resource assembly
2. Knowledge of entitlement programs, supportive services and other resources for the resident population
3. Skill in preparing professional reports, grant applications and other documents
4. Ability to work effectively with people of diverse racial, cultural, social, education and economic backgrounds
5. Ability to maintain a high degree of confidentiality regarding participant and program information, and to exercise discretion in working relationships
6. Ability to convey a professional image in the community

# Physical Requirements

1. Level of manual dexterity sufficient to allow for operation of terminal keyboard, telephone, copier/fax, scanner, calculator, etc.
2. Ability to move, handle or lift small objects around desk area such as files, computer printouts,

reports, calculator, small boxes of supplies, etc.

# Minimum Education, Training and/or Experience

* + Bachelor's degree from an accredited four-year college or university with major course work in Psychology, Sociology, Social Work, Gerontology, Education or a related area; and, at least three {3) years of work experience in social casework or social service delivery; or, an equivalent combination of education and work experience
  + Preference will be given to applicants with experience working with individuals in affordable housing programs, with low income, elderly individuals and individuals with disabilities or in remedial education

# Special Requirements

* + Must possess a valid Florida Driver's license and pass a driver's license check
  + Ability to pass criminal background checks, reference checks and drug screen

REVISED: 7-26-22