



Board of Commissioners

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POSITION TITLE: Family Self-Sufficiency Program Coordinator

DEPARTMENT: Family and Resident Services

SALARY: \$40,500.00/year

STAUTS: Non-Exempt Grant Position

POSITION SUMMARY:

Administers Family Self-Sufficiency Program, which assists low- income/at risk families who are receiving Section 8 rental assistance overcome barriers and become financially independent.

ESSENTIAL FUNCTIONS:

1. Develops and maintains working relationships with local social service agencies to assist the participants of the program;
2. Assists the head of household participating in the program, as well as the rest of family, in finding services such as daycare, job training, educational services, employment, after-school care, counseling, budgeting/credit counseling, first time homebuyer's classes, and parenting groups;
3. Recruits participants and local agencies for the program;
4. Determines eligibility for program participation;
5. Works with program participants to set goals and find services to complete goals;
6. Maintains escrow accounts of participants, and distributes funds when a family completes the program;
7. Responsible for marketing and outreach of program;
8. Develops, coordinates, and chairs monthly Program Coordinating Committee Meetings;
9. Produces and distributes monthly newsletters;
10. Revise and edit all materials for the program;
11. Maintains filing system;
12. Attends Section 8 briefings to inform new voucher holders of the program;
13. Assists voucher holders with finding affordable housing in the Worcester area.

OTHER REPONSIBILITIES:

1. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

The Worcester Housing Authority provides reasonable accommodations to people with disabilities
40 Belmont Street • Worcester, MA 01605 • (508) 635-3000 • TDD (508) 798-4530 • Fax (508) 635-3186

1. Bachelor's degree in social work or related field;
2. Experience working with social service agencies and welfare-to-work or jobs programs preferred;
3. Knowledge of social services and agencies focusing on assistance to low income/at risk families
4. Ability to work effectively with diverse populations
5. Understanding of the issue of poverty and its causes;
6. Ability to establish goals and achieve measurable outcomes;
7. Ability to read, write, speak, and understand English well and preferably the ability to speak and understand Spanish;
8. Strong interpersonal and organizational skills; Ability to work independently;
9. Knowledge of Microsoft Word, Excel, and Access and ability to learn other aspects of Microsoft Office;
10. Ability to be relied upon to be available for work.

ADVERTISEMENT

The WHA seeks a Family Self Sufficiency Coordinator assist low-income Section 8 participants overcome barriers and become financially independent. The FSS Coordinator recruits participants and works with the families to set and achieve goals. The FSS Coordinator works with local social service agencies to provide assistance with services such as daycare, job training, education, employment, counseling, budgeting/credit counseling, first time homebuyer's classes, and parenting groups. A bachelor's degree, strong organizational and interpersonal communication skills and the ability to work with diverse populations is required. Bilingual (English/Spanish) candidates preferred.

Salary is \$40,500.00 per year, great benefits, and a friendly environment. Interested candidates should email resumes to jobs@worchester-housing.com.