

Family Self Sufficiency Coordinator

Position open until
filled

The Housing Authority of Elgin, Illinois

The Housing Authority of Elgin, Illinois is a unique public housing authority that operates LIPH, RAD and HCV programs in the Elgin and greater Kane County region. The HCV program administers over 1100 vouchers in the county. HAE offers the Family Self Sufficiency Program to our clients.

Essential Job Duties

Under supervision of the Executive Director or designee, is to assist with planning, developing and implementing the Family Self Sufficiency Program for the Housing Authority of Elgin. Coordinator performs a variety of case management assignments related to the Section 8 Program and Family Self Sufficiency Program. The FSS Coordinator interviews new and continuing participants to explain FSS Program policies and regulations and determine eligibility to participants, explains requirements of contract of participation to participant. Provides case management to program participants, negotiates housing assistance contracts with private owners; resolves concerns between owners, tenants and the Housing Authority; counsels participants regarding housing and economic concerns; maintains participant records; prepares verification documents for participant income and deductions; and records and maintains information on participant status changes. Provides individual guidance, counseling, and encouragement to participants to continue in the program and to achieve their goals. Monitors program to ensure Authority meets program requirements by meeting 90% of program goals. Monitors participants' progress to ensure they complete their contract within the required timeframe. Coordinator is responsible for maintaining accurate escrow accounts for each participant.

Coordinator shall prepare narrative of programs and goals for Executive Directors review and approval. She/he will solicit funding sources, and recruits

public, private and non-profit service providers to support Authority's FSS Program and establishes and maintains a cooperative relationship between the related public, private and non-profit service providers.

The Coordinator facilitates the use of community resources in order to achieve program goals, coordinates the provision of support services in conjunction with referring agency.

Coordinator prepares participant Personal Development Plan (PDP) and assists participants in the development of individual self-sufficiency action plans. Makes appropriate service provider referrals; provides assistance in obtaining services and monitors participants' progress by conducting home visits and telephone calls

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monthly. She/he interviews participants on a quarterly basis to determine continued progress and monitors the quality and effectiveness of agency resources.

Heavy data gathering and reporting of participant information to the U.S. Department of Housing and Urban Development; and performs other related duties as assigned. Must have an ability to meet deadlines and maintain a high accuracy rate in processing tenant and landlord transactions.

He/she will use best judgment/practices to achieve goals and objectives of the division as communicated by the Executive Director or designee typically with the goal of achieving and maintaining "high performer" status as it pertains to the Section Eight Management Assessment Program (SEMAP).

Specific requirements are to maintain 95% reporting rate for annuals and interim certifications. Senior Case Manager will maintain a minimum of all vouchers participating in the FSS program. At the time of this job description, the Authority has 1101 vouchers with 38 active FSS participants.

Regular attendance is an essential job function. Other duties as assigned.

**Desirable
Qualifications**

Education and training equivalent to a degree from a four year college or university with coursework in public administration, social science, or a related field, and two years of responsible experience in the provision of housing, social or community services. Two years college coursework and three years of case management experience in an affordable housing or social service setting may be considered in lieu of a college degree. Must be computer literate and have direct public contact experience. Work experience with low-income housing programs is highly desirable.

Knowledge of housing program policies and procedures, and basic understanding of housing leases. Sensitivity to persons from culturally diverse backgrounds, persons with AIDS, and persons that are homeless. Ability to effectively conduct group presentations; interpret, apply and enforce program regulations; and maintain accurate records. Ability to multi-task, perform well under pressure and in a fast- paced environment; work independently and communicate effectively both orally and in writing; and establish and maintain effective working relationships with staff, representatives of local government, program participants, community-based organizations and the public.

Possession of a valid Illinois Driver's License and an acceptable driving record, and a reliable insured vehicle is required. This is a grant-funded position. Continuation of employment is dependent upon continued funding.

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