



EMPLOYMENT OPPORTUNITY

March 25, 2024

FAMILY SELF SUFFICIENCY COORDINATOR

The Family Self-Sufficiency Coordinator will be responsible for the implementation and operation of the Family Self-Sufficiency Program including enrollment, assessment, case management, coordination, and processing of continued housing assistance as well as monitoring of progress, coordination of training and special events in identification of complementary agencies' services to further the goal of self-sufficiency among participating families. The ideal candidate must be knowledgeable of community resources; must be willing and able to maintain a flexible schedule that could include nights and weekends and be willing and able to achieve Certification as a Section 8 Occupancy Specialist and FSS Coordinator.

REQUIREMENTS

- Bachelor's Degree in the social service field and/or experience in Public Housing and/or Section 8 for a minimum of five years. Experience can substitute for education on a year per year basis.
- Thorough knowledge of Social Service agencies and services provided within the community to assist the participants in areas such as child care, transportation, educational assistance to complete high school, information on securing financial aid for post-secondary education, vocational training and/or on the job training, job placement services, budgeting and housekeeping training, housing counseling services including rental and home ownership matters.
- Must have an in-depth understanding of at-risk populations, ability to interact effectively on an individual and group level, experience in recruiting, motivating, and organizing participants for purposes of assisting them with Family Self-Sufficiency; detail oriented with excellent organizational and motivational skills.
- Must have experience in Case Management Methodology.
- Possession of a valid Florida Drivers License.
- Must be proficient in computer applications to include Excel & Power-Point.
- Ability to communicate in English, Creole and/or Spanish preferred.

STARTING SALARY RANGE \$42,500 TO \$50,368
EXCELLENT BENEFITS PACKAGE

OPEN UNTIL FILLED

Qualified candidates should **FAX or E-MAIL** their resume and a letter of interest to the Human Resources Department.

Fax 954-556-4122; e-mail jobs@hacfl.com

NO PHONE CALLS OR WALK INS

EQUAL OPPORTUNITY EMPLOYER