Somerville Housing Authority
HOUSING CHOICE VOUCHER FSS Coordinator
Deadline: Monday, May 22, 2017

Job Summary:
The program's ultimate goal is to link Section 8 participants to economic opportunities including homeownership. The HCV Family Self Sufficiency (FSS) Coordinator will conduct outreach and recruitment on behalf of the program in order to create awareness of, and interest in, program services among residents, match individual residents with program services, monitor the performance of community partners, and track the success of the program in helping residents to achieve economic self-sufficiency. The FSS Coordinator will work as a team with the Somerville Housing Authority Resident Services Department. This is a full time position supported by an annual HUD grant.
This position may also have an opportunity to assist in the coordination of the state-funded MassLEAP Self Sufficiency Program.

Program Objective:
The objective of this program is to link residents to economic opportunities available through various program partners. Program partners include: the Department of Transitional Assistance, the Organization for a New Equality, the Somerville Center for Adult Learning Experience (SCALE), the Welcome Project, Central Bank, City of Somerville, Somerville Community Corporation, and Century Bank. The Coordinator will be responsible to convene regular meetings between all program partners.

Core Duties & Responsibilities:
☐ Provide initial eligibility screening assessment, and individual counseling to interested HCV participants
☐ Develop individual action plans, including basic resume development
☐ Complete all required reports
☐ Make appropriate program or placement referrals to support services agencies
☐ Develop and provide ongoing educational, vocational, and social service resources for residents
☐ Maintain up-to-date information on local social service agencies.
☐ Assist with the comprehensive and aggressive marketing of FSS program
☐ Convene small group workshops on pertinent related topics.
☐ Evaluate assessment materials for appropriateness and effectiveness; develop and research new materials
☐ Maintain complete and accurate files and reports in prescribed formats in a timely manner. Travel as required
☐ Homeownership program

Qualifications:
Education: Master's Degree in Social Work or equivalent work experience.
Experience: Minimum (2) yrs. of experience administering similar programs with demonstrated results. Experience with hard-to-serve populations preferred. Proven facility for working with local employers, training vendors and other providers of supplemental services to job seekers. Knowledge of Greater Boston labor market and training resources a plus. Demonstrate ability to effectively case manage families so that they are able to reach their goals. File management skills are essential including the ability to document all meetings and progress by the families and to report this information on a regular basis to the Director of Section 8 and to HUD. Excellent writing and communication skills are essential.

Special Skills:

Computer literacy: facility with electronic reporting methods and procedures, including accurate data entry and report generation. Knowledge of PHA Web and Track-at-a-Glance software is helpful. Knowledge of and ability to administer aptitude and assessment instruments and techniques. Knowledge of HUD regulations and resources preferred. Highly developed customer service skills, ability to handle multiple tasks simultaneously. Adaptability to constant changing environment.
Interested applicants must submit a letter of interest and resume by Monday, May 22, 2017 to Blanca Bonilla, Executive Assistant, Somerville Housing Authority- 30 Memorial Road, Somerville, MA 02145 or by email to blancab@sha-web.org.

The agency is an Affirmative Action/equal Opportunity Employer.