

October, 2018

POSITION TITLE: SELF-SUFFICIENCY/HOMEOWNERSHIP COORDINATOR
Limited Service - Subject to Annual Funding

DEPARTMENT: Housing Program Administration

REPORTS TO: Director, Housing Program Administration

SUPERVISES: No Staff

PURPOSE: Coordinates and provides case management to Section 8 participants for the Family Self-Sufficiency program; performs coordination for the Section 8 Homeownership program. Performs case management activities, monitoring, service development, marketing, eligibility determinations and re-examinations. Generates interest in program participation by working with partnering service providers. Excellent communication skills are required in working with applicants, program participants, and community partners.

ESSENTIAL TASKS OF THE POSITION:

1. Coordinates and administers case management activities for the Family Self-Sufficiency program in conformance with regulatory agencies rules and requirements.
2. Conducts outreach and program marketing to Section 8 participants and partner organizations for FSS and the Homeownership program; works with team to develop marketing materials and assists with the development and implementation of the FSS Action plan as necessary.
3. Works in tandem with community organizations; serves as a liaison between participants and service providers. Provides referrals to clients for needed services. Conducts out-reach for services.
4. Creates participant plans for achieving increased economic self-sufficiency. Conducts assessments, coordinates services, establishes interim and final goals, and monitors compliance.
5. Reviews and makes recommendations regarding escrow withdrawals and graduations.
6. Coordinates the Homeownership program for participants and complies with program rules and requirements. Determines eligibility, performs briefings and works closely with participants to ensure procedural compliance.
7. Works with partnering Homeownership Centers, lenders, realtors, inspectors and field staff. Monitors the home buying process to ensure compliance with regulatory rules and requirements.
8. Performs yearly re-exams and interims for homeowners.
9. Performs related work as required or assigned.

ESSENTIAL POSITION REQUIREMENTS AND QUALIFICATIONS:

Education:

1. Bachelor's Degree.
2. Additional experience, as defined below, may be substituted on a two for one year basis for the Bachelor's Degree.

Experience:

1. Two years of work experience in social services. Experience in economic self-sufficiency programs; i.e. HUD Family Self-Sufficiency, Section 8 Homeownership, or related programs preferred.

Skills and Abilities:

1. Demonstrate strong commitment to the mission of the Vermont State Housing Authority.
2. Possess exceptional organizational and time management skills, working independently from a home or central office-base while maintaining individual workloads.
3. Working knowledge of state, federal and VSHA rules, regulations and program requirements pertaining to self-sufficiency programs; i.e. HUD Family Self-Sufficiency, Section 8 Homeownership, and related programs.
4. Thorough knowledge of social service agencies and programs in support of low income families and a working knowledge of the services and resources available to program participants.
5. Knowledge of effective social service and case management principals and practices.
6. Ability to interpret and apply program rules and regulations and make correct decisions in a timely manner.
7. Ability to meet goals and objectives set by the Authority within a specified time.
8. Maintain a varied workload, including writing reports and correspondence, maintaining computer data and files and effective record-keeping systems.
9. Must be reliable, dependable and be able to assess and resolve complex situations and handle them courteously in a logical, level-headed manner with sensitivity, empathy and tact.
10. Strong interpersonal skills; ability to maintain confidentiality; communicate and deal effectively orally and in writing; and establish and maintain professional relationships with supervisors, co-workers, program participants, other agencies, and the general public.
11. Ability to develop individual work plans; conduct interviews, make sound decisions and deal effectively with clients experiencing crisis.
12. Ability to present a professional image at all times.

13. Ability to utilize word processing, spreadsheet, database and other computerized programs, including internet systems; general office equipment, perform arithmetic functions, and maintain complex files.

Essential Certifications/Registrations/Licenses:

1. Must have or be able to obtain (within one year of initial employment; subject to budget restrictions) required certification in HUD-funded programs.
2. Must possess a valid driver's license, dependable private means of transportation, and carry liability insurance of at least \$50,000.

Essential Working Conditions/Physical Demands:

1. Full-time position, 40 hours per week, limited service subject to annual funding, classified position. Flexible working hours may be required.
2. Must be able to report to work on time and adhere to VSHA work schedules, rules and regulations.
4. Office and field environment. Work involves walking, standing, climbing stairs and driving on a regular basis.
5. Ability to bend over to low files and reach high files.
6. Ability to lift, carry, push, pull or otherwise move an object.

EQUIPMENT USED:

1. Computer, printers, scanner, telephone, TTY, FAX, photocopier, calculator, and general office equipment.

PAY CLASSIFICATION: 8

Position is covered by a Collective Bargaining Agreement