

## **ASSISTANT TO THE FAMILY SELF-SUFFICIENCY COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general direction of the Family-Self-Sufficiency Coordinator, the incumbent assists with the development and monitoring of the Albany Housing Authority's Family Self-Sufficiency (FSS) Program. The purpose of the FSS Program is to coordinate the delivery of public and private resources and services to Section 8 families. Emphasis is placed on utilizing social support agencies to assist these families to move toward economic independence and self-sufficiency.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Assesses the needs of families to identify problems and provide assistance in developing solutions for families having difficulties becoming self-sufficient or improving their quality of life within the community;
- Maintains direct contact and interacts with social service agencies to develop and coordinate services for residents;
- Works with AHA management and staff to provide communication and confirmation of services provided to individual families or agreements reached with outside agencies;
- Keeps abreast of City, State and Federal programs of assistance or services available to FSS participants;
- May represent residents who are unable to act independently in processing their referrals;
- Conducts home visit inspections and interviews to determine nature and extent of necessary services;
- Updates and maintains individual family achievements through computer system for review and compliance;
- Compiles statistical and case related reports and information regarding required services;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of social service programs available to low income persons;
- Good knowledge of principles, purposes and techniques of Federal assisted housing programs;
- Good knowledge of personal computers and office equipment;
- Ability to secure the cooperation of others;

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- Ability to prepare written documentation;
- Ability to communicate well;
- Good judgment;
- Initiative;
- Resourcefulness;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in sociology, social sciences or a related major and two (2) years of responsible fulltime paid experience in a housing management, social services or a related field; **OR**
- b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of satisfactory, fulltime paid work experience in a housing management, social services or related field.