

**FAMILY SELF-SUFFICIENCY COORDINATOR**  
(Albany Housing Authority)

**DISTINGUISHING FEATURES OF THE CLASS:** Responsible for developing and monitoring 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. The goal of the program is to assist these families to attain economic independence and self-sufficiency. This is responsible case management work of a varied nature involving client intake and guidance throughout the FSS Program. The work is performed under the general direction of the Community Services Department in cooperation with the Rental Assistance Program Coordinator.

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

- Provides intensive case management through all phases of the FSS Program;
- Assists each FSS family in establishing goals and objectives, and networks them with appropriate services;
- Meets regularly with FSS families to assess program compliance and troubleshoots areas which are impeding the participant from progressing;
- Works with the Albany County FSS Coordinating Committee to assure that program participants are linked to supportive services that they need to achieve self-sufficiency;
- Keeps abreast of City, State and Federal programs of assistance or services available to FSS participants;
- Prepares all required reports for the Albany Housing Authority's FSS program;
- 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 principles, purposes and techniques of Federal assisted housing programs;
- Familiarity with social service programs available to low income persons;
- Ability to sight objectives and plan and develop programs to meet these;
- Ability to secure the cooperation of others;
- Ability to prepare written documentation;
- Working knowledge of personal computers and office equipment;
- Ability to communicate well;
- Good judgment;
- Initiative
- Resourcefulness;

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- Tact, courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in public administration, social work, social sciences or a related major; **OR**
- b) 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 and two (2) years of responsible full time paid experience in a housing management or social services field; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b).

Revised: 6/28/95  
2/01