



# JOB DESCRIPTION

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**JOB TITLE:** HCV Family Self-Sufficiency Coordinator  
**CLASSIFICATION:** Non-exempt  
**STATUS:** Full Time

## **JOB STATEMENT:**

The Section 8 Family Self-Sufficiency Coordinator (FSS) serves as the principal promoter of the FSS Program and strives to engage the WVHA's clients in participation of the program. The work involves planning, establishing, implementing, maintaining, evaluating and overseeing individualized work plans that serve to ultimately increase the economic self-sufficiency of the agency's clients; thereby reducing their need for subsidized programs and services. Successful incumbents shall work closely with community partners to ensure program participants have access to the supportive services, and community resources, they may need to achieve the goals they've established. Successful candidates will have at least one (1) year of verifiable experience in HUD programs (HCV Section 8, and Public Housing).

## **SUPERVISION:**

**Received** - This position reports directly to the Housing Programs Manager, and indirectly to the Executive Director.

**Exercised** - This position does not serve in a supervisory capacity. An incumbent may be asked to assist in the orientation and/or training of other personnel by explaining the FSS Program and its requirements.

## **ESSENTIAL DUTIES:**

Duties required to be effectively performed by staff in this position include, but are not limited to:

- Plan, implement, direct, and evaluate the FSS Program in accordance with regulations promulgated by HUD and policies set by West Valley Housing Authority (WVHA).
- Prepare and maintain the program's materials, records, reports, and case management files.
- Develop, solicit, and maintain community resources to promote awareness, and support of, the FSS program
- Partner with WVHA staff to ensure tenants have access to needed services, while promoting awareness of, and eliciting support for, the FSS program.
- Interview prospective participants and determines their eligibility for participation in the FSS Program.
- Work directly with program participants in identifying barriers to self-sufficiency and then developing appropriate goals and objectives for overcoming such barriers.
- Assess & monitor program participants' progress through continuous case management, goal setting & review, and regular communication including in-person, by telephone, and in writing.

- Document services provided, provide necessary reports and figures for the establishment and maintenance of escrow accounts, and record participant, as well as program, performance outcomes.
- Prepare, and submit, grant application for funding ear-marked to support this position at the agency.
- Perform other duties and tasks as assigned.

**All of the Essential Duties are to be performed in a timely and effective manner.**

## **JOB REQUIREMENTS:**

- A minimum of a high school diploma or equivalent. (AA, BA, or BS degree preferred, but not required).
- Ability to apply for, and receive, grant funds for the on-going longevity of this position.
- Possession of a valid Oregon driver's license and evidence of an acceptable driving record.
- Ability to pass a background check to the satisfaction of the WVHA.
- Knowledge of the Housing Choice Voucher and Public Housing programs.
- Knowledge of social services and resources for referral of families in need.
- Experience working with clientele of extremely low to moderately low income levels.
- Experience with, and competency in the use of, Microsoft Office products, database management programs, and a variety of office equipment, accessories, and phones.
- General understanding of documentation and verification requirements for social service programs.
- Proficient spoken and written communication skills, with experience that shows a strong degree of interpersonal skill in working with staff, residents and the general public.
- Ability to lift up to 20 pounds and manipulate (push/pull) with up to 70 pounds of force.

## **WORKING CONDITIONS:**

Work is performed indoor in an office environment and outside in all weather conditions. Time spent performing functions (typing, calculating, etc.) on a computer will vary from day to day and involve repetition of tasks. Work in this position will generally include, but is not limited to, pushing, pulling, lifting, bending, reaching, crouching, and twisting. This position establishes a standard work week, but the incumbent may be required to work some overtime hours, as the need arises. Occasional, overnight travel may be required for training.

**PERSONNEL INFORMATION**

**PROBATION PERIOD** – New employees in professional, technical, and supervisory positions shall serve a Probationary Period of twelve full calendar months. All other new employees shall serve a Probationary Period of six full calendar months. Any interruption of service during the Probationary Period shall not be counted as part of such period.

**SALARY ADJUSTMENTS** – Salary increases are not automatic, but rather are based on the performance level of the employee. All salary increases, with the exception of salary increases resulting from classification changes, shall be recommended through the performance appraisal system. Newly hired employees beginning at the lowest level of the pay scale will be reviewed for a salary increase at completion of six (6) full calendar months. All others are reviewed for a salary increase at twelve (12) full calendar months.

**EVALUATIONS** - Evaluations of job performance will be performed by supervisors at mid-probation, and at the end of the probation period, and no less than annually thereafter.

**VACATION LEAVE** -Vacation leave is accrued at the rate of 8.0 hours per month, credited on the last day of that month, increasing after five (5) years of employment. Vacation leave may not be utilized during the first six (6) months of employment.

**SICK LEAVE** - Sick leave is accrued at the rate of 8.0 hours per month, credited on the last day of that month. Sick leave is available for use following 30 days of employment, as defined in the personnel policy.

**PERSONAL LEAVE DAY** – One (1) Personal Leave Day is provided to employees based on the calendar year. It must be used as an 8-hour increment and it cannot be carried over to the next calendar year nor can it be paid off at termination. This Personal Leave Day may not be utilized during the first six (6) months of employment.

**ADMINISTRATIVE LEAVE** - Administrative leave of forty-eight (48) hours per fiscal year is available to employees in executive, administrative or professional capacities, who are in “exempt” positions under the Fair Labor Standards Act or State statute and who are not eligible for overtime compensation. The number of hours will be prorated for new employees working less than twelve (12) months in the fiscal year.

**BENEFITS** - Effective dates vary from approximately 30 – 90 days, depending upon the coverage being bound and underwritten by the different insurance carriers as follows:

1. **Health, Vision and Accident Insurance - Kaiser or Blue Cross/Blue Shield of Oregon Preferred Provider**  
Employee and family coverage: Employee pays 15% of premium (effective the first of the month following date of hire).
2. **Dental Insurance – Willamette Dental at 15% of premium – Kaiser and ODS are available at additional premium**  
Employee and family coverage: Employee pays 15% of Willamette Dental premium (effective the first of the month following date of hire). ODS and Kaiser are available at 15% of Willamette Dental premium plus the cost difference between Willamette Dental and Kaiser Dental or Willamette Dental and ODS Dental premium.
3. **Short-Term Disability Insurance - UNUM**  
Coverage: Employee only (effective the first of the month following date of hire).
4. **Long-Term Disability Insurance - UNUM**  
Coverage: Employee only (effective the first of the month following date of hire).
5. **Long-Term Care - UNUM**  
Coverage: Base policy - Employee only. Increased coverage optional - Employee pays. Benefit available for selected family members - Employee pays (effective 90 days after the first of the month following date of hire).
6. **Term Life Insurance – The Hartford Insurance Company**  
Coverage: Employer Paid: Employee (\$10,000), dependents (\$2,000). Supplemental Life – Available for Employee, Spouse and Dependents - Employee pays (effective the first of the month following date of hire).

**BENEFITS - Effective First Day of Month Following Six (6) Months of Continued Employment**

7. **Retirement - Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP)/ Individual Account Program (IAP) as applicable** - Contribution of 6% of monthly (pickup) in addition to Employer share. Effective full six months after PERS waiting period.
8. **Deferred Compensation Plan – ICMA** - Participation: Optional.