EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: **Family Self-Sufficiency Coordinator (Grant Funded)** *External/ Internal Posting*	**Announcement No.**: 21-008

DEPARTMENT: Supportive Services
SALARY RANGE: $48,069 - $76,918 per annum

OPENING DATE: Friday, April 16, 2021
CLOSING DATE: Until Filled

***NOTE: **This is a grant-funded position and continued employment is contingent upon receipt of grant funds.** ***

POSITION SUMMARY: Under general supervision of the Resident Program Coordinator This position serves as a SNRHA staff liaison and provides case management services to assist SNRHA clients in becoming independent of public assistance programs through the Housing and Urban Development (HUD) Family Self-Sufficiency (FSS) program. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

SUPERVISION EXERCISED: No direct supervision.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions are listed in "bold."

- **Carry a caseload of FSS program clients according to current NOFA; schedule and conduct regular meetings with program participants; and assist clients in maintaining and managing FSS contract obligations in accordance with HUD regulations and requirements.**
- **Work with the PCC and with local service providers to ensure program clients are linked to supportive services to achieve self-sufficiency.**
- **Provide a full range of FSS case management services, on a regular, on-going and satisfactory basis: assess client needs, determine eligibility; and develop an Individual Training and Services Plan that identifies client needs and action steps necessary to meet the client's goals.**
- **Provide counseling to FSS clients, including referring to community resources, and emphasizes the value of building personal wealth through economic independence, self-sufficiency, and possibly homeownership. Counsel clients on resolving contract compliance issues.**
- **Monitor the progress of program participants and evaluate the overall success of the program.**
- **Support the relationship between SNRHA and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and SNRHA staff.**
- **Ensure escrow funds are accrued accurately and annual reports are sent to each client.**
- **Engage in outreach and orientation activities which provide FSS program information.**
- **Analyze and solve problems within realistic time frames.**

MINIMUM REQUIREMENTS: Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: Three (3) years of social services program work experience with preference in work directly related to self-sufficiency programs. Some positions may require English/Spanish language skills. Grant writing and homeownership counseling skills preferred.

Education: Bachelor's Degree in Social Services, Public Administration, or related field is preferred; OR seven (7) years equivalent education, training, and experience

LICENSES AND CERTIFICATIONS: Possession of the Family Self Sufficiency, and HUD Housing Counseling Certifications preferred or must be able to obtain the required certifications within one year of employment.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of HUD and other Federal and State housing program regulations and eligibility requirements.
2. Knowledge of code of Federal Regulations (CFR) covering the Housing Choice Voucher (HCV) programs and HUD standards and procedures.
3. Knowledge of FSS Action Plan.
4. Skills in Homeownership eligibility requirements.
5. Skills in case management experience related to self-sufficiency.
6. Skills in counseling, interviewing, training, and case management techniques and procedures

Computer skills required include: Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat, Yardi.

Motor Vehicle Operator Identification: Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is a **non-exempt** position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Pre-Employment Drug Testing & Background Check: Satisfactory results of the pre-employment drug test and background check to include criminal, employment, and educational is required.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Company will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: All interested candidates must submit complete Employment Application, with updated resume attached. Applicants can visit www.snvrha.org, click on employment tab and complete Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned.** The closing date may be earlier than listed based on number of applications received.

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.

QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS.
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTON 3 HUD EMPLOYER.