

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Family Self-Sufficiency Program Coordinator

TITLE #: 1279

DISTINGUISHING FEATURES OF THE CLASS: The work involves coordinating the Family Self-Sufficiency Program at the Kiryas Joel Housing Authority. The incumbent assists low-income Section 8 participants who desire becoming economically independent. The work is carried out in accordance with established policies and procedures and involves direct contact with applicants and residents. Work is performed under the general supervision of the Executive Director with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates the Family Self-Sufficiency Program with committees and local service providers to ensure that participants are linked to the supportive services required to achieve economic self-sufficiency;

Utilizes Section 8 rental assistance together with public and private resources to enable participating families to become self-sufficient;

Assists participating families in obtaining community related services such as job training, employment entitlement programs, child care, and educational services to develop skills to achieve self-sufficiency;

Maintains records and files reflecting progress and client needs of participating families;

Attends conferences designed to facilitate the proper implementation of the Family Self Sufficiency Program.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISCS: Good knowledge of characteristics, needs, and interests of public housing residents; good knowledge of federal, state, and local housing regulations as applied to the Family Self-Sufficiency Program; working knowledge of community agencies, facilities and services which can be utilized to provide aid; ability to read and understand written material; ability to develop and maintain records; ability to communicate effectively both orally and in writing; ability to establish and maintain good working relationships; ability to demonstrate a working proficiency in the Yiddish language; basic computer skills; sound judgment; sensitivity to the needs of residents; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in psychology , sociology, social services or human services and two years of experience providing public housing information to clients in a community assistance program or coordinating a public housing authority program; OR
- B) Graduation from high school or possession of a high school equivalency diploma and four years of experience providing public housing information to clients in a community assistance program or coordinating a public housing authority program.

SPECIAL REQUIREMENT: Proficiency in the Yiddish language will be evaluated during the probation period.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 12/26/06 dmc