



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia, MO 65203

Office: 573.443.2556 ♦ TTY Relay 800.735.2966 ♦ Fax: 573.443.0051 ♦ www.ColumbiaHA.com

Project Based Voucher Family Self-Sufficiency Coordinator

DEPARTMENT/DIVISION: Housing Programs
REPORTS TO: Director of Housing Programs
POSTING: Internal and External

Salary Range	Minimum	Maximum
ANNUAL:	\$34,800	\$39,800
MONTHLY:	\$2,900	\$3,315.6
BI-WEEKLY:	\$1,338	\$1,530
HOURLY:	\$16.73	\$19.13

STARTING SALARY: As Shown Above, Based on Experience, Plus Excellent Fringe Benefit Package
APPLICATION DEADLINE: Friday, February 24th, 2017
STARTING DATE: As Soon As Possible

POSITION SUMMARY: This is a full-time position to coordinate an established PBV Family Self-Sufficiency program for low-income families receiving rental assistance through the Columbia Housing Authority's Project Based Voucher program. The Coordinator will be responsible for overseeing all aspects of program operations including the program's budget and compliance with federal program policies regarding participant involvement, program requirements, and benefits.

The Coordinator will be responsible for working directly with a caseload of 50-75 families and assisting them with developing and completing a personalized five-year plan to become self-sufficient. Qualified candidates must be able to work with health and social service agencies, schools, businesses, and other local partners to develop a comprehensive plan that enables the participating family members to connect with supportive services that will help them to attain the knowledge, skills, and experience necessary to become self-sufficient and build family assets.

PARTIAL LISTING OF MINIMUM QUALIFICATIONS: Bachelor's Degree in social service coordination, employment, housing and financial counseling is required. Prefer a minimum of two year's experience in social services. Demonstrable computer skills; bondable and insurable; possess a valid Missouri driver license; willing to travel overnight for training or attendance at conferences / workshops as directed; able to work evenings and weekends; able to obtain and maintain a bank account for the purpose of receiving direct deposit of payroll; able to pass a drug screen and background check.

A copy of the complete position description is attached.

Employment applications are available at the CHA Administration Building, 201 Switzler Street
or on the web at www.columbiaha.com > Job & Bid Opportunities

For accommodations related to disability please call (573) 443-2556, ext. 1120 or Contact Us though the CHA web
site at www.columbiaha.com > Contact Us > Department > Jobs/Human Resources

The Housing Authority of the City of Columbia, Missouri is an Equal Opportunity Employer.

Position Description

PBV FAMILY SELF-SUFFICIENCY COORDINATOR

REPORTS TO: Director of Housing Programs

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MAJOR DUTIES AND RESPONSIBILITIES:

- Recruit, interview, enroll, and perform case management duties for 50-75 families in the self-sufficiency program
- Direct activities of professional and technical staff members and volunteers
- Establish and maintain relationships with community agencies and organizations through active participation in the Program Coordinating Committee (PCC) in order to meet community needs and to ensure that services are not duplicated
- Participate in the determination of organizational policies regarding such issues as participant eligibility, program requirements, and program benefits
- Plan and administer budgets for programs, equipment and support services
- Develop additional financial resources through grant submission, fund raising and other means in order to expand and enhance services to residents
- Prepare and maintain records and reports, such as budgets, case records, and/or escrow accounts information and required reports
- Establish & maintain contracts of participation with Family Self-Sufficiency (FSS) families
- Calculate FSS escrow deposits manually and using the current software system
- Research and analyze member or community needs in order to determine program directions and goals
- Facilitate the Money Smart program to program participants and provide homeownership counseling services
- Speak to community groups to explain and interpret program purposes, participation, and policies

- Act as consultant to agency staff and other community programs regarding the cooperation between program-related local, federal, state, city, and county activities
- Oversee the Section 8 Homeownership Program
- Perform other duties as assigned
- Perform PBV annual reexaminations, interim examinations, change of residence, terminations, and other PBV duties.
- Facilitate the Home Buyer Education Class, develop and maintain relationships with community professionals, schedule guest speakers and teachers, develop promotional and informational material, provide 1 on 1 counseling to participants seeking homeownership, oversee budget, submit required reports, attend trainings, and other duties.

DETAILED WORK ACTIVITIES:

- Ensure program quality and effectiveness
- Analyze financial data
- Apply agency mission in social services delivery
- Apply customer service techniques
- Apply oral or written communication techniques
- Apply principles of public or business administration and theories of business management and organizational development
- Apply public relations principles and public speaking techniques and make presentations
- Attend staff meetings
- Develop budgets, policies, procedures, methods, or standards and prepare financial reports
- Develop records management system, utilizing FSS software module in current software system
- Establish and maintain cooperative working relationships with community services and organizations
- Oversee execution of organizational or program policies
- Utilize current software system to input and maintain FSS & PBV data.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Employee must exercise tact, confidentiality, and judgment in working with residents and in effecting solutions to complex personal and family problems
- Possess strong leadership skills
- Be highly organized and dependable
- Be able to manage multiple projects in a timely and effective manner

- Be able to implement, without supervision, continuing assignments requiring the organization of material, the preparation of reports, and independent decision making within the guidelines of policies and procedures
- Be able to establish and maintain effective working relationships with superiors, associates, administrators and the general public, as well as the ability to work with a diverse population, including but not limited to families, the elderly, and persons with disabilities
- Be able to express oneself effectively both orally and in writing and to prepare clear, concise, comprehensive reports and effective and accurate correspondence
- Be able to gain the cooperation of community groups, agencies and other governmental entities
- Possess knowledge of social services in the community to serve as a referral resource for CHA residents
- Be able to utilize necessary computer hardware and software to meet the general responsibilities of the position
- Possess the ability and desire to work in a team atmosphere
- Possess knowledge of social work, counseling, and problem solving techniques
- Possess an excellent work history and attendance record

EDUCATION/EXPERIENCE:

- Bachelor's degree in social work, education, or social sciences preferred
- Background in Financial Education or Family Budgeting preferred
- Related experience in social work, education, counseling, or related field required
- Prefer a minimum of two year's experience in social services working directly with clients

SPECIAL REQUIREMENTS:

- Must be bondable and insurable
- Must have a valid Missouri driver's license, prefer a Class E or higher, with an excellent driving record
- Must be willing to travel overnight for training or attendance at conferences/workshops as requested by the Chief Executive Officer
- Must be able to work evenings and weekends as required
- Must be able to obtain and maintain a bank account for the purpose of receiving direct deposit of payroll
- Must be able to pass a criminal background check and drug screen

I have reviewed the position description and believe I have the necessary experience and qualifications for this position.

Applicant Signature

Date