

# HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)  
P. O. BOX 486  
HUNTSVILLE, ALABAMA 35804-0486  
(256) 539-0774

## NEW JOB POSTING

January 12, 2023

- 1) POSITION TITLE: Family Self-Sufficiency Coordinator  
(Assisted Housing)
- 2) NORMAL HOURS: 7:00 a.m. until 5:30 p.m. or  
8:00 a.m. until 6:30 p.m.,  
Monday through Thursday (Fridays off)
- 3) SALARY RANGE: \$56,243.20 to \$70,574.40
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED PERSONS INTERESTED: **Qualified** employees should submit an Internal Application Form to the Human Resources Department. The form can be obtained from Human Resources.  
  
**Qualified** external applicants can obtain a position description and application from our website, [www.hsvha.org](http://www.hsvha.org); or at 200 Washington Street. **Resumes will only be accepted with a completed application.**

**This position will remain open until filled.**

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE, DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT-BASED FACTORS.

## FAMILY SELF-SUFFICIENCY COORDINATOR

Huntsville Housing Authority is seeking a Family Self-Sufficiency (FSS) Coordinator for its Assisted Housing FSS Program. The position is responsible for performing various duties relative to the management of the FSS Program; to include developing, coordinating, and implementing methods to recruit new applicants and facilitate self-sufficiency for program participants, while ensuring compliance with the U.S. Department of Housing and Urban Development (HUD) Federal Regulations. Must have case management experience.

Bachelor's degree from an accredited college or university in social work, public administration, psychology, or closely related field, with a minimum of three years' experience in responsible public contact (preferably in one of the previously listed fields); or an Associate's degree and three years' experience working in an FSS Program; or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities. Must have strong analytical, verbal, written, organizational, and interpersonal skills, and a considerable knowledge of community agencies and resources. **Salary Range: \$56,243.20 to \$70,574.40.**

For a complete position description and application, please visit our website at [www.hsvha.org](http://www.hsvha.org); or obtain an application from 200 Washington Street. **Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P. O. Box 486, Huntsville, Alabama 35804-0486. NO CALLS PLEASE.**

**Drug-Free/Alcohol-Free/Smoke-Free Workplace  
EEO Employer.**

## HUNTSVILLE HOUSING AUTHORITY

### JOB DESCRIPTION

**Position Title:** Family Self-Sufficiency Coordinator

**Department:** Assisted Housing

**Grade:** 31

**FLSA:** Exempt

**POSITION SUMMARY:** This position is responsible to the Director of Assisted Housing for the development and management of the Family Self-Sufficiency (FSS) Program. Also responsible for maintaining Housing Choice Voucher (HCV) subsidy allotments filled with eligible participants and ensuring compliance with the U.S. Department of Housing and Urban Development (HUD) Federal Regulations and the Huntsville Housing Authority (HHA)-approved Housing Choice Voucher Program Administrative Plan.

**ESSENTIAL FUNCTIONS:** *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

1. Recruit new applicants; interview, and provide information to FSS applicants.
2. Process initial paperwork for FSS participants.
3. Prepare and execute FSS contracts.
4. Develop and implement FSS action plan and FSS administrative plan; maintain all statistical data as required.
5. Perform individual and family needs assessments to determine potential obstacles in achieving self-sufficiency.
6. Establish and coordinate the Program Coordinating Committee; prepare agendas for meetings; report HUD-related information to Committee.
7. Plan and coordinate activities for program participants, such as job training programs, GED classes, etc.

**Position Title:**                      **Family Self-Sufficiency Coordinator**

**ESSENTIAL FUNCTIONS (Continued):**

8. Maintain an assigned case load of HCV participants. Functions include move-ins, interim and annual reexaminations, and other duties of a HCV Specialist.
9. Refer participants to appropriate social service agency; and meet with representatives of other public, private, and social organizations to design and develop collaborative approaches to programs and services delivery for FSS participants.
10. Act as liaison between program participants and various community resources, performing counseling and case management functions for FSS participants.
11. Prepare all HUD-/HHA-required reports relating to the FSS Program.
12. Create and maintain a case file on each FSS Program participant.
13. Develop and maintain working relationships with HHA staff, external community agencies, and resident groups.
14. Assist with the preparation of grant applications for projects and programs that relate to the FSS Program and other HHA program management.
15. Handle telephone communication from applicants and the general public (landlords, apartment complexes, realty agencies, and social service agencies) concerning the Housing Choice Voucher Program.
16. Responsible for posting Housing Assistance Payments (HAP) to computer system to balance with the general ledger; maintain a rent roll of federal money that is paid monthly.
17. Interview participants monthly to review progress.
18. Work independently and carry out assignments.
19. Follow a protocol for collecting technical and highly personal information and to ask probing and clarifying questions as needed.
20. Express complex ideas concisely and effectively and respond accurately and clearly to questions and comments.
21. Explain complex concepts and calculations simply and clearly to program applicants, participants, and HCV landlords.

**Position Title:**                      **Family Self-Sufficiency Coordinator**

**ESSENTIAL FUNCTIONS (Continued):**

22. Understand and evaluate verification documents (e.g., pay stubs, insurance contracts, banking and investment documents) in order to apply program rules correctly.
23. Make sound judgments when required by program rules (e.g., reasonableness determinations for child care and feasibility determinations for getting third-party verifications).
24. Evaluate workloads, project resource requirements, set priorities, and develop realistic implementation plans.
25. Perform interim and annual reexaminations and prepare Housing Assistance Payment contracts for all assigned FSS Housing Choice Voucher participants.

**OTHER RESPONSIBILITIES:**

Perform other work-related duties as assigned.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

1. Bachelor's degree in social work, public administration, psychology, or closely related field, with a minimum of three years' experience in responsible public contact, preferably in one of the previously listed fields; **or** an Associate's degree and three years' experience working in an FSS Program; **or** any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.
2. Knowledge of requirements, rules, regulations, and procedures of the HCV Program.
3. Considerable knowledge of the organization and programs of other community agencies and groups that can assist the Authority and help provide for the health, welfare, and recreational needs of the residents.
4. Ability to deal tactfully and effectively with the general public and civic and community organizations.
5. Ability to work effectively with all types of people and to maintain composure under pressure.
6. Demonstrate case management ability.

**Position Title:**                      **Family Self-Sufficiency Coordinator**

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):**

7. Ability to establish and promote effective working relationships with other Authority employees, residents, representatives from social agencies and community groups, and the general public.
8. Ability to counsel with residents.
9. Ability to prepare clear and concise reports.
10. Strong written, verbal, analytical, and interpersonal skills.
11. Must possess a valid driver's license, possess and maintain a good driving record, and must be insurable by the Housing Authority's vehicle insurance policy.
12. Ability to be covered under the Authority's fidelity bond.
13. Must be proficient in the use of computers, the Windows environment, and Microsoft Word, with proven ability to learn and master new software.
14. Must possess a FSS Certification and HCV Certification, or acquire certifications within one year of assuming this position.
15. Ability to accurately perform basic arithmetic computations, including addition, subtraction, multiplication, division, proration, and estimation using numbers with decimals, fractions, and percentages.
16. Knowledge of standard office procedures and filing methods.
17. The ability to recognize problems, analyze causes, and propose solutions.
18. Personal management, including time management, integrity, and ethics.
19. Knowledge of workplace rules and requirements (e.g., worker safety, sexual harassment).
20. Knowledge of conflict resolution principles and the ability to apply them in the workplace.
21. Knowledge of Housing Choice Voucher (HCV) Program requirements and guidance as reflected in HUD regulations, handbooks, notices, forms, and guides.
22. Knowledge of HHA-established policies and procedures.

**Position Title: Family Self-Sufficiency Coordinator**

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):**

23. The ability to apply HUD- and HHA-established policies and procedures to consistently produce on-time and accurate income, rent, and subsidy calculations.
- Understanding of the definition of *annual income* and the ability to recognize sources of income that should and should not be included in annual income. Sufficient knowledge of various types of assets to determine income from assets.
  - Knowledge of the required and permitted deductions from annual income used to compute adjusted income and the ability to recognize family circumstances that qualify families for the deductions.
  - Knowledge of the definitions of household types and the effect that household type has on rent determinations. The ability to analyze household composition sufficiently to apply these definitions.
  - Knowledge of how payment standards are established and used in rent determinations and the ability to select the correct payment standard to use in each rent calculation.
  - Knowledge of how utility allowances are established and used in rent calculations and the ability to select the appropriate utility allowance for each HCV family.
  - Knowledge of the formula for determining total tenant payment (TTP) and HCV subsidy and the ability to correctly use the formula in rent calculations.
  - Knowledge of verification requirements and the ability to determine which verifications are required and to comprehend and follow HUD-required verification methods.
  - Knowledge of HUD and HHA requirements regarding when interim reexaminations are required and permitted.
  - Ability to complete HUD-50058 entries correctly, including identifying and correctly using transaction codes.
  - The ability to consistently produce on-time and error-free rent and subsidy calculations.

**Position Title:                      Family Self-Sufficiency Coordinator**

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):**

24.     Knowledge of non-HCV federal requirements that affect income and rent determinations, including fair housing and equal opportunity, fraud and program abuse, personnel, and employment practices.
  
25.     Knowledge of HUD-established performance standards (Section Eight Management Assessment Program [SEMAP] indicators) and HHA-established performance standards as they relate to income and rent determinations.