

Family Self Sufficiency Coordinator

Wyoming County Community Action, Inc.
6470 Rt. 20a Perry, NY 14530
\$14.50 - \$16.00 an hour - Full-time

Full Job Description

Family Self Sufficiency Coordinator (FSS)

Responsibilities: Administration of the Family Self-Sufficiency Program as well as providing support to the Section 8 Rental Assistance Program. The FSS Coordinator will work together with families to reach certain goals which they set for themselves. Goals include educational, career, transportation, medical, and budgeting, with the occasional long-term goal of home ownership.

Maintain a caseload of at least 25 FSS participants. Verify Section 8 household composition, assets, annual income and calculate participants portion of rent. Complete annual recertification paperwork according to established procedure. Monitor and report suspected fraud cases or program violations. Develop and maintain a good rapport and positive image with present landlords/participants as well as potential landlords/participants to the program. Discuss and clarify payments with landlords and tenants. Conduct move-in, annuals and re-inspections in compliance according to the Section 8 Program. Work with landlords and participants to resolve any problems that may arise. Verify information received and determine eligibility. Calculate Total Tenant Payment and prepare Voucher packets for orientation. Hold orientations for enrollments and issue vouchers to new clients as well as those moving. Maintain follow up files for outstanding Vouchers. Maintain activity log on files that have been issued. Process all terminations to ensure correct procedures are followed and all terminations are completed as required by regulations.

Qualifications

Associates Degree preferred. 1 - 3 years of related experience.

Benefits

Health insurance
Dental insurance
401(k)
Paid time off
Vision insurance
401(k) matching
Professional development assistance
Life insurance

TO APPLY: Send resume and cover letter to: mbodensteiner@wccainc.org