



The mission of MDHA is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: June 11, 2019
Position Closing Date: June 18, 2019**

Job Announcement

Position: Family Self-Sufficiency Coordinator

Salary: \$45,525 - \$59,186

Under the direction of the Director of Rental Assistance, to assist residents of the Housing Choice Voucher Program in becoming self-sufficient and free from all government assistance by establishing a specific plan with goals for each participating family and coordinating services with other agencies.

MDHA offers competitive salaries and an amazing retirement program.

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REQUIRED EDUCATION, EXPERIENCE and LICENSES

Bachelor's degree in Social Work, Psychology, Sociology or a related field plus two (2) years experience in administering an educational, job training, social service or other related program that promotes self-sufficiency.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL FUNCTIONS

- Recruit, screen, and qualify participants for the Family Self-Sufficiency (FSS) program
- Interview FSS participants to assess their needs and develop an Individual Training & Service Plan
- Initiate a Contract of Participation for each family in order to help them fulfill their obligations as a participant in the FSS program using the software provided
- Participate on the FSS Coordinating Committee
- Conduct quarterly FSS enrollment sessions to explain the program to referred/interested families about the program
- Maintain case files for FSS program participants by conducting annual and interim re-examinations to determine any changes of income or other status changes to ensure compliance guidelines
- Counsel program participants on program requirements in order to assist with meeting goals for self-sufficiency
- Develop partnerships with community based organizations, agencies, & social service providers that provide services that can assist FSS participants in achieving their goals
- Maintain quarterly (minimum) contact with FSS participants to review & track progress of program goals and to provide encouragement (phone call, office visit, etc.)
- Utilize the MDHA software to document program activities & track progress of program participants
- Conduct orientations & presentations to explain the FSS program to participants and the public
- Prepare letters, brochures, etc. using the Housing Choice Voucher participant database to notify families & generate interest in the FSS program
- Provide annual escrow reports to FSS participants
- Prepare quarterly reports
- Perform other related duties as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of rules & regulations established by MDHA & HUD regarding eligibility requirements as needed to select participants for the FSS program,
- ability to establish meaningful relationships with clients on an individual & group basis,
- knowledge of community based organizations, agencies, and social services that can & will assist participants in achieving their goals;
- skill in communicating clearly & effectively both orally & in writing;
- ability to work well with others & deal tactfully with the public; ability to counsel program participants, which includes providing support, guidance, and encouragement as needed to meet their FSS goals.
- Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

EQUIPMENT USED

- Personal Computer, automobile, general office equipment, and audio-visual equipment

License Required

- Valid Tennessee Driver's License

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

All applicants will be required to submit an Agency application regardless of whether a resume' is submitted or not. Apply at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**701 South Sixth Street
Nashville, Tennessee 37202
www.Nashville-MDHA.org
TDD#252-8599**

**To request a reasonable accommodation or assistance with language interpretation
Contact: 252-8550**