

**CINCINNATI METROPOLITAN HOUSING AUTHORITY  
JOB POSTING**

<b>JOB TITLE: PROGRAM COORDINATOR, FAMILY SELF-SUFFICIENCY</b>	
<b>MINIMUM SALARY: NEGOTIABLE</b>	
<b>DEPARTMENT: HOUSING CHOICE VOUCHER</b>	<b>SECTION: FSS AND HOMEOWNERSHIP PROGRAM</b>
<b>HOURS OF WORK: 8:00 AM - 4:40 PM</b>	<b>EMPLOYEE UNIT: Exempt</b>
<b>POSTING DATE: April 23, 2008</b>	<b>APPLICATION DEADLINE: Until position is filled</b>

**SUMMARY:** This position will work in the Housing Choice Voucher Programs department to assist with all aspects of the Family Self-Sufficiency (FSS) program and Homeownership program within the guidelines of Housing Authority policies and procedures.

**ESSENTIAL FUNCTIONS:** include, but are not limited to:

- Recruit and enroll participants in FSS;
- Perform social service needs assessments through interviews and individualized action plans;
- Provide coordination of goal-setting activities for participants both at enrollment and on an annual basis;
- Identify and refer participants to community agencies and resources that will provide services to meet assessed needs;
- Recruit and enroll participants in the Homeownership program: Coordinate activities involved in the transition from rental to homeownership (may include inspection, review of inspections, negotiation of repairs, review and approval of financing terms);
- Develop and maintain good working relationships with health, welfare, social agencies, and non-profits as well as job developers as potential resources for participants;
- Perform basic administrative tasks related to the job (i.e.: computerized tracking systems, statistical reports, case recordings, and other related information);
- Create various marketing tools including brochures, monthly newsletters, and flyers to recruit and later to connect services to participants;
- Participate in departmental activities that support the goals of self-sufficiency and homeownership;
- Learn and maintain knowledge of FSS, Homeownership, and Housing Choice Voucher Policies and Procedures;
- Perform additional duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelors degree or equivalent experience in community relations, social work, marketing, communications or other related discipline;
- Demonstrated ability to communicate effectively, both orally and in writing, analyze and interpret complex rules, regulations and directives; make computations and maintain accurate and up-to-date records;
- Strong listening skills and a high interest level in working with low to moderate income clients;
- Demonstrated ability to maintain confidentiality;
- In depth knowledge of community resources; and
- Working knowledge of Microsoft Word and Excel.

**PREFERRED QUALIFICATIONS:**

- Advanced computer skills for Microsoft programs, including Word and PowerPoint;
- Experience with Housing Choice Voucher, homeownership or other assisted housing programs; and
- Specialized knowledge of available community resources.

**OTHER:** The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years.

**Interview Process:** All applicants must clearly indicate on application/resume information sufficient to determine whether the applicant meets the minimum qualifications.

**Note:** As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.