

-Vacancy Announcement -

The Housing and Community Development Authority is accepting resumes for a Family Sufficiency Coordinator Intern in our Community Programs Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Katie Dailey at kdailey@spd.IN.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 587718 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

This position is housed in IHEDA's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

Family Self-Sufficiency Program

The Family Self Sufficiency (FSS) program is a federal asset-building program designed to encourage employment. FSS was established by the Section 554 of the Cranston-Gonzalez National Affordable Housing Act of 1990 to help lower income families in public housing and the HCV program to become self-sufficient through referrals to education, training, case management, and other supportive services.

The law was enacted to reduce dependency of low-income families on welfare assistance and housing subsidies. PHAs work in partnership with local community service providers to develop comprehensive programs that provide families with supportive services, counseling, education, and job training. The purpose of the partnership is to give families skills and experience needed to obtain employment that pays a living wage.

IHCDA's local goal in operating this FSS program is to match housing-assisted families with a broad range of highly collaborative **existing** community services to assist FSS families in achieving economic self-sufficiency. *Economic self-sufficiency* is defined as having the sustainable skills necessary to maintain employment paying a "living wage." This wage would pay for the family's basic needs without the use of government subsidies.

IHCDA will achieve the national program objective by offering low-income families a broad range of services through partnering with the program coordinating committee (PCC). These services will provide long-term education, job training, counseling, and other forms of social service assistance so that families may achieve economic self-sufficiency

The Family Sufficiency Coordinator will work with the housing Choice Voucher Program staff, FSS Program Committee designees, Self- sufficiency case managers, service providers, and report to the Director of Housing Choice Operations.

FSS Coordinator Intern

To successfully coordinate the Family Self-Sufficiency the coordinator duties are:

- Continuation of the development and building of program needs assessments
- Identifying outcomes/performance based goals for program
- Match program needs and goals with existing services in the community
- Develop (through collaboration) new community services or levels of service to meet program needs
- Develop and maintain program outcome based evaluation
- Develop case management record systems

Knowledge and Abilities

The FSS Coordinator will need to be proficient in the following areas:

Knowledge of:

- Case managements systems
- Social service program design
- Local, State, and National Self Sufficient programs
- Qualitative and quantitative program evaluations
- Group dynamics theory and techniques
- Negotiation theory and techniques

Ability to:

- Develop goals, objectives; tasks, and evaluation tools to accomplish program goals
- Develop and maintain measurement of program progress toward goals
- Access related services and teach others
- Facilitate group's clarity of purpose
- Facilitate collaborative service design
- Negotiate for common services