

HUD FSS Coordinator

THE CENTRAL FALLS HOUSING AUTHORITY IS SEEKING A HIGHLY MOTIVATED PERSON FOR A FULL TIME POSITION OF **FSS COORDINATOR**

COMPLETION OF A 2-YEAR DEGREE AND 1-3 YEARS IN AN OFFICE SETTING PREFERRED

HOUSING CHOICE VOUCHER (Section 8) EXPERIENCE PREFERRED - BUT NOT REQUIRED.

Undertakes the following activities related to the day-to-day operations of the HUD FSS program including but not limited to: Managing the FSS program in accordance with the US Department of Housing & Urban Development (HUD); Working closely with the Housing Choice Voucher (HCV) department in order to meet FSS program-related goals; Keeps detailed records of participant data, interactions and milestones; Collaborates with community agencies and mainstream providers for provision and continuation of services to clients; Serves on local boards and committees in service to HUD FSS program clients; Interrelates with participants, landlords and the HCV program; Reviews case records to update and monitor client progress; Interviews and determines applicant eligibility; Evaluates service needs of participants; Helps participants in goal setting and obtaining referrals for necessary services and educational opportunities; Reports on program outcomes; Assisting participants in accessing appropriate public or private community agencies to obtain specialized assistance

MUST PASS A CRIMINAL BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREEN

MUST OBTAIN THE NAHRO FSS CERTIFICATION WITHIN 12 MONTHS OF HIRE

BILINGUAL PREFERRED

SALARY COMMENSURATE WITH EXPERIENCE

SEND RESUME TO:

THE CENTRAL FALLS HOUSING AUTHORITY

30 WASHINGTON STREET

CENTRAL FALLS, RHODE ISLAND 02863

ATTN: **BRIDGETT M. DUQUETTE**, EXECUTIVE DIRECTOR

FAXES OR EMAILS WILL ALSO BE ACCEPTED

401-244-7402 - FAX

ERINC@CFHOUSING.ORG

ALL RESUMES MUST BE RECEIVED BY TUESDAY, JANUARY 11, 2022

CENTRAL FALLS HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER