

RIHousing – Family Self-Sufficient Coordinator TEMP

Temporary Position - \$23.00 per hour

To apply for this position, visit [Work with RIHousing | RIHousing](#)

RIHousing is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

What it's all about:

This TEMP position is accountable for the cost-effective administration of the Family Self Sufficiency (FSS) program, particularly the design, implementation, and delivery of quality support services and the provision of quality personal coaching to participating families.

What you'll do on a daily basis:

The FSS program is open to all families participating in the Housing Choice Voucher Program (HCVP) through RIHousing and living in RIHousing's jurisdiction. In this regard, the incumbent works closely with HCVP staff to identify and recruit potential FSS candidates. Participants are self-selected, and the incumbent monitors the self-selection/application process to ensure that HUD eligibility guidelines are met.

This position provides appropriate coaching and guidance to FSS participants in preparing the Contract of Participation and Individual Training & Services Plan. In this regard, the incumbent works closely with the Supportive Services Team to ensure that participant goals are realistic and achievable. Each contract is for a five-year period, and throughout that time, the incumbent provides appropriate case management services, including, but not limited to, program counseling, advocacy support, and monitoring service delivery. All such activities are documented by the incumbent for the client files. These functions require that the incumbent travel to off-site locations to meet with clients on an as-needed basis, using the incumbent's personal auto with reimbursement made in accordance with applicable policies and procedures.

In addition to case management file documentation, the incumbent ensures that all forms needed to establish and maintain each eligible employed client's FSS incentive escrow account are completed accurately and timely in accordance with HUD guidelines. They process requests for escrow advances and exit information, as required. The incumbent also performs file maintenance on each account and notifies the Accounting Department of all activity monthly.

When required, the incumbent participates in the appeals/hearing process of applicants who have been rejected or participants who have been terminated from the program.

Finally, the incumbent performs special assignments, serves on task forces, or makes presentations on the FSS program as required.

What you'll bring to the team:

- Provide individual case management for FSS clients to ensure their successful completion of the program, including, but not limited to, counseling, advocacy, and monitoring service providers.
- Develop and maintain an interactive network of public housing authorities, community organizations, and other service providers to ensure that FSS client referrals can be made as needed.
- Prepare all required forms, documentation, and reports as accurately and timely as required.

What you'll need to succeed:

- Minimum three years experience in social services, particularly family counseling with "at-risk" populations
- Working knowledge of the HCVP program, as well as federal and state entitlement programs
- Excellent verbal and written communication skills
- Strong organizational, computer, and problem-solving skills
- Flexibility to handle scheduling changes; valid driver's license and adequately insured personal vehicle.
- Associate degree in psychology, social work, or related field; bachelor's preferred; or equivalent work experience
- Bilingual ability required (particularly Spanish or Portuguese)

Not sure you meet all qualifications? Let us decide!

RIHousing strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable, and innovative lending programs.
- Provide housing-related education to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

RIHousing uses its resources to provide low-interest loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of

the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners and fellow employees.