Self-Sufficiency Service Coordinator
Housing Authority of the City of Pittsburgh

DEPARTMENT: 
Resident Self-Sufficiency

LOCATION: 
Various

ACCOUNTABLE TO: 
Project R.E.A.L Supervisor

UNION STATUS: 
Non Union

FLSA STATUS: 
Exempt

SALARY RANGE: 
$27,000 to $34,000

SUMMARY:
This is a professional position serving as HACP’s liaison with public agencies and other organizations established to assist low-income residents in attaining self-sufficiency. Incumbent is responsible for the development and oversight of self-sufficiency programs to maximize participant preparedness for employment opportunities. Responsibilities include coordinating and monitoring participant Contract of Participation and Individual Training and Service Plans. Case coordinators will provide a supportive environment for participants, and facilitate linkages to social service and employment providers. Coordinator(s) must encourage participants to develop a greater capacity to utilize personal and external resources and deal effectively with a range of issues. Incumbent will provide referrals and resources to participants, and will assist them as they move towards the goal of self-sufficiency, including employment, job retention, reduction of drug dependency, literacy improvement, homeownership, etc. Coordinator(s) will educate participants on eligibility and procedures for securing a variety of supportive services. Must have valid driver’s license and use of a vehicle during work hours. Must complete NAN McKay – FSS test and obtain certification within one year from employment start date. Employment requires City of Pittsburgh residency.

TRAINING AND EXPERIENCE:
Bachelor’s degree or equivalent experience with emphasis in social sciences and a minimum of two (2) years experience at a professional level, preferably in comprehensive programming for family self-sufficiency, providing service coordination or other direct service, and serving low income families. Must complete NAN McKay – FSS test and obtain certification within one year from employment start date.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of local, state and national Health and Human Services resources, current Welfare reform requirements and housing assistance programs is required. Strong organizational and interpersonal skills required. Experience creating family/individual service plans addressing a wide range of issues for low-income populations is essential. Must be able to function as a team member to coordinate successful service acquisitions both internally and externally. Must handle confidential information and data in a discreet manner. Computer literacy is required. Ability to apply mathematical formulas and calculations. Experience in addressing drug and alcohol abuse and long-term unemployment issues recommended. Position entails working some evenings and weekends. Valid PA driver’s license and use of a vehicle during work hours is required. Employment requires City of Pittsburgh residency.

DUTIES AND RESPONSIBILITIES:
- Market to and recruit program participants.
- Coordinate and assist with program orientation.
Develop realistic Individual and Training Service Plans and provide resource referrals to achieve program and personal goals; collect applications and complete assessments.

Act as a liaison between community service providers, HACP partners, and departments within HACP.

Address employment needs through the private employment sector and established partnerships.

Coordinate referrals and track participant outcomes.

Maintain participant case records and data collection systems.

Maintain established contact schedule with assigned caseload.

Monitor and conduct routine evaluation forms, prepare monthly reports.

Monitor participant progress towards self-sufficiency and prepare re-certification documents.

Manage, monitor, document and calculate participant escrow accounts and account activity as assigned.

Facilitate mentor and peer groups as assigned.

Perform other responsibilities and duties as required.

**PHYSICAL REQUIREMENTS:**

Standing, walking, sitting, stooping, bending, light lifting and carrying, reaching, grasping, digital manipulation, speaking and hearing. This work may require up to 10 lbs. of force frequently. Persons requiring a reasonable accommodation under ADA should make their request known.

**ATTENTION:** If you are interested in this position, you must indicate your interest by writing to:

Department of Human Resources
200 Ross Street, 1st Floor
Pittsburgh, PA 15219

You must re-apply for each posting.

An application prior to this posting may not be considered.

**NOTE:**

“A condition of employment with the Housing Authority of the City of Pittsburgh is the understanding that the employee will be transferred for assignment in accordance with the needs of the Authority. Refusal of transfer to any Authority Office throughout the City will be considered sufficient cause for dismissal.

**NOTE:** If you have a disability and would like a reasonable accommodation to participate in the application, hiring, testing, or employment process, or in the course of employment, please make your request to the Human Resources Department. You may ask for an accommodation any time during the application process or throughout your employment at HACP. HACP will make every effort to meet all requests that are reasonable and that would not result in a fundamental alteration in the nature of the program or an undue financial and administrative burden.

**POSTING DATES:** October 21, 2009 – Until Filled

AN EQUAL OPPORTUNITY EMPLOYER