

# **SAN MARCOS HOUSING AUTHORITY RESIDENT SERVICES**

## **Family Self-Sufficiency Coordinator**

### **Job Description - Specific**

(last update: 9/1/2008)

#### **The primary duties of the Family Self-Sufficiency Coordinator are:**

- Implement the Family Self-Sufficiency Program (FSS) according to the Housing Authority's FSS Action Plan, 24 CFR - Part 984 (federal regulations for the Housing Choice Voucher and Public Housing Family Self-Sufficiency Program), and as instructed by the Resident Services Director.
- Serve as a family advocate/case manager for the families enrolled in the Family Self-Sufficiency Program.
- Serve as Secretary to the FSS Program Coordinating Committee.
- Work effectively with the collaborating agencies to help families meet the requirements of the FSS Program.
- Maintain records relating to the FSS Program.
- Provide encouragement and technical assistance to the Resident Assembly of the Chapultepec Homes.
- Network effectively within the community to attract as many services as possible to assist participating families.

**I have read and understand the job description above.**

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_\_