

**Family Self-Sufficiency Program Coordinator
EAU CLAIRE COUNTY HOUSING AUTHORITY**

The Eau Claire County Housing Authority is looking for a full-time Family Self-Sufficiency (FSS) Program Coordinator for their Housing Choice Voucher and Public Housing Programs.

Skills/Qualifications:

Applicant must be proficient in Microsoft Outlook, Excel, and Word. Telephone, typing, administrative writing and documentation skills. Applicant must be able to communicate well verbally and provide good customer service. Attention to detail and ability to follow both verbal and written direction is a must. Must be able to multitask and problem solve in a very busy office setting. Applicant must be a quick learner, able to read and comprehend program rules, regulations, policies and apply them to daily work.

Desired Skills/Qualifications:

Prior job experience to determine eligibility for public assistance, social services, or housing programs.

Job Duties:

Performs the daily program administration of the Family Self-Sufficiency Program

*Includes client needs assessment and goal setting plans

*Coordinates supportive services & schedules and participates in client workshops

*Administers Financial Management and Homeowners group and individual client sessions

*Identifies client needs and financial and home purchase goals

Position also provides daily administration of the Housing Authority's Section 8 Housing Choice Voucher and Public Housing Programs under the supervision of the Director.

- includes all aspects of client recruitment, eligibility verification, client certification, landlord-tenant contracting, rental unit management, records and file maintenance, client workshops, and home visits/inspections.
- Serves customers by answering telephone and walk-in client questions.
- Variety of administrative duties including letter writing, obtaining information from a computer, photocopying, faxing, mailing, and filing.
- Forwarding and collecting information by receiving and distributing communications and mailing correspondence.
- Dealing with client concerns and handling problems daily.

Base Wage Range: \$26.00-\$28.00/hour

This is NOT a County position; the Housing Authority is an independent government agency.

If interested, please email your qualifying information to: ECCoHAEmployment@yahoo.com

No phone calls or walk ins please.