

GREENFIELD HOUSING AUTHORITY
HCV FSS Coordinator – GRANT FUNDED

The GHA is seeking a Housing Choice Voucher Family Self Sufficiency Coordinator. The Family Self Sufficiency (FSS) Coordinator holds direct responsibility for the administration of the FSS program, administered by the Greenfield Housing Authority (GHA) and the Franklin County Regional Housing and Redevelopment Authority (HRA). The program is designed to assist low income families to become economically self-sufficient through job placement and education. Major responsibilities include; (1) case management of FSS Participant families, (2) coordination of support services, programs, and on-going support groups which meet the needs of the individual families (3) identify and share the areas education, skills training and job opportunities for participants, (4) collaboration with community liaisons for job training/educational resources, (5) coordination of outreach efforts in the community. The Coordinator will assist eligible FSS participants with obtaining the resources needed to become more self-sufficient. Conduct group/individual sessions on topics related to issues facing FSS clients. We offer a competitive benefit package which includes health, dental, vision, life insurance, retirement plans, short term disability and other supplemental insurance options. This is a grant funded program. Salary is commensurate with experience. For a complete job description please email jodi@greenfieldhousing.org. Please send your resume and cover letter, by May 19, 2019, to Jodi Clough, Greenfield Housing Authority, 1 Elm Terrace, Greenfield, MA 01301 or email to Jodi@greenfieldhousing.org.