



City of Tempe

FAMILY SELF SUFFICIENCY SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	184	<i>Department:</i>	Human Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Housing Services Specialist II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from the Housing Services Supervisor or from other supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four (4) years of experience in social casework or counseling, preferably in an assisted housing environment. Experience in mortgage banking is preferred.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in social services, counseling, psychology, business or degree related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To plan and coordinate the operations and activities of the Family Self Sufficiency (FSS) Program for the City’s Housing Division; and to act as case manager for families and individuals residing in federal assisted housing, including providing information, support and resources to assist them in becoming economically self-sufficient.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Plan, implement and coordinate the activities of the Housing Division's Family Self Sufficiency (FSS) Program including participant recruitment and selection, orientation and on-going case management.
- Act as case manager for families and individuals participating in the program by providing counseling, support and community resources to assist in establishing economic independence.
- Develop Self Sufficiency Program action plans with individual program participants; develop individual training and service plans and provide feedback to participants on their progress.
- Act as liaison with local providers of self-sufficiency services, such as job training, career counseling, childcare and transportation; facilitate meetings between providers and participants. Work with other agencies to promote homeownership.
- Meet regularly with program participants and local providers to monitor program progress; revise participant goals as appropriate and encourage focus on achievement of short and long-term goals.
- Monitor and follow HUD regulations regarding Program compliance, fair housing, and practices and procedures for the FSS Program.
- Prepare grant applications for available funds in support of homeownership.
- Work with local lenders and agencies to gain a better understanding of the home buying process. Attend community meetings to enhance and further develop the program.
- Conduct the screening for eligibility, training, motivating and evaluating of Section 8 participants who show interest in becoming self-sufficient.
- Establish procedures for the recruitment and selection of Homeownership participants.
- Research appropriate public and social service agencies and organizations, resident groups, and private businesses to determine the most appropriate agency match with family members.
- Assist participants with budgeting plans and general financial information.
- Maintain case management of Homeowners after purchasing a home as required by HUD.
- Compile, maintain and update various statistics, reports and records required by HUD.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective July 1995</i> <i>Revised January 2004 (Example of Duties Update)</i> <i>Revised November 2010 (Removed optional driver's license requirement)</i> <i>Revised February 2017 (essential functions update)</i></p>