



Job Announcement: Family Self-Sufficiency Coordinator

Are you passionate about helping individuals and families achieve self-sufficiency? We're currently seeking a dedicated and motivated individual to join our team as a Family Self-Sufficiency Coordinator.

Position Overview:

As the Family Self-Sufficiency Coordinator, you will play a vital role in recruiting, enrolling, and supporting participants in our Family Self-Sufficiency program for both public housing and Section 8. You'll provide comprehensive case management, assessment services, and supportive resources to empower participants on their journey toward economic independence.

Key Responsibilities:

- Recruit and enroll participants for the Family Self-Sufficiency program.
- Conduct comprehensive assessments of participants' needs and functioning levels.
- Develop and monitor individualized case plans to track participant progress.
- Establish and maintain relationships with service provider agencies.
- Provide counseling and support to participants, ensuring compliance with program requirements.
- Assist with grant writing efforts and prepare reports on participant data.
- Perform various administrative tasks to support program operations.

Qualifications:

- Bachelor's degree in a related field preferred.
- Experience in case management, social services, or related field.
- Strong interpersonal and communication skills.
- Ability to work effectively with diverse populations.
- Proficiency in Microsoft Office suite and database management.
- Grant writing experience is a plus.

How to Apply:

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to: **Ruddys Andrade, Executive Director, Guttenberg Housing Authority**, Randrade@guttenbergha.org . Please include "Family Self-Sufficiency Coordinator" in the subject line.

Application Deadline:

Resumes and cover letters will be accepted until the position is filled.

Join us in making a difference in the lives of individuals and families in our community. Apply today and be a part of our mission to promote self-sufficiency and empowerment.

Guttenberg Housing Authority is an equal opportunity employer and encourages individuals from diverse backgrounds to apply.