

# Career Opportunity



## Family Self-Sufficiency Coordinator

*Salary*  
\$16.82 Hourly

*Department*  
Rental Assistance

*Reports to*  
Vice President of Rental Assistance

*Closes*  
Open Until filled

### Position summary

Develop and coordinate a Family Self Sufficiency Program (FSSP) for the Tulsa Housing Authority (THA), consistent with Housing and Urban Development (HUD) regulations, which will enhance the quality of life for program participants and assist individuals within families to remove the barriers that keep the family dependent on public assistance.

### Summary of Duties:

- Schedule and conduct scheduled conferences with prospective participants to explain the FSSP.
- Review the background of individuals that apply for the FSSP and design tailored programs that will enhance their quality of life.
- Establish a goal plan for each participant and monitor progress throughout the program term.
- Counsel participants regarding employment, education, housing, budget management, family problems, nutritional, general home management and other areas that will enable them to control the direction of their life, which include site visits.
- Plan and coordinate the delivery of social services to the selected FSSP participants and provide participants with informational mailings.
- Plan and coordinate presentations and workshops that will benefit program participants and lead them to become self-sufficient.
- On a monthly basis compile and complete monthly reports detailing how the participants are progressing toward their goals.
- Educate the community about the FSSP. Plan and coordinate presentations to various social service agencies to introduce the program and to determine what services are available to participants.
- Meet quarterly with FSS partners and Program Coordinating Committee.
- Provide weekly program status report to Vice President Assisted Housing.
- Prepare FSSP progress reports for management that detail the FSSP progress toward goals, revision of existing goals, setting new objectives and other related information.
- Coordinate housing assistance with Leasing Agent I, Property Manager or Service Coordinator, depending on the program the participant is a client of.
- Develop a network with area employers to develop job opportunities for FSSP participants.
- Review and be conversant in current and proposed HUD regulations that affect the FSSP.
- Perform other duties as assigned by management.

### Minimum requirements

Bachelor's degree (B. A.) from four-year College or university and/or two (2) to three (3) years related experience and/or training; or equivalent combination of education and experience. Must have current valid Oklahoma driver's license.

### To apply

Qualified candidates should submit a resume, cover letter and salary requirements to [hr@tulsahousing.org](mailto:hr@tulsahousing.org) or fax to **918-581-5721**. You may also apply online at [tulsahousing.org](http://tulsahousing.org).

*Applications and resumes may be mailed to:*

Tulsa Housing Authority  
Attn: Human Resources  
415 E. Independence  
Tulsa, OK 74106

### About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

### Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

***THA is an equal opportunity/affirmative action employer. We perform criminal background checks and drug testing. Men, women and THA residents are encouraged to apply.***