



**YOUNGSTOWN**  
METROPOLITAN HOUSING AUTHORITY

**Employment Opportunity Notice**  
***Family Self-Sufficiency Coordinator***  
***Resident Initiatives Division***

**POSITION SUMMARY:** The Family Self-Sufficiency Coordinator performs a variety of administrative and programmatic duties in connection with the HCV FSS Program. The Coordinator will secure resources for and implement the evaluation and formulation of service plans for HCV participants in a manner consistent with all applicable federal regulations.

**REQUIREMENTS:** Bachelor's degree in social work or related field or four years equivalent training and/or experience in social work, counseling or education.

**EXPERIENCE:** Experience working with low-income families; experience working with County social services community; direct service coordinator.

**Hourly Rate:** \$21.44 / hr.

**Date of Posting:** Wednesday May 13, 2026

**Date of Closing:** Friday May 22, 2026

**Please submit resume to Director of Administration and Human Resources Office  
. Must be received by 4:30 p.m. Friday May 22, 2026**



**YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY  
JOB DESCRIPTION**

**JOB TITLE:** FAMILY SELF SUFFICIENCY  
COORDINATOR

**FLSA STATUS:** Exempt

**JOB CODE:**

**UNION STATUS:** NONE

**DIVISION:** Resident Initiatives

**REVISION NO:**

**REPORTS TO:** Department Supervisor/Director

**REVISION DATE:** 06/16/17

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**POSITION SUMMARY:**

Under the direction of the Resident Initiatives Director, the Family Self-Sufficiency Coordinator performs a variety of administrative and programmatic duties in connection with the HCV FSS Program. The Coordinator will secure resources for and implement the evaluation and formulation of service plans for HCV participants in a manner consistent with all applicable federal regulations.

This is a full-time position with scheduled work times being 8:00am to 4:30pm, Monday through Friday. Some flexibility will be permitted, at the discretion of the Resident Initiatives Director. The schedule may adjust to allow for necessary meetings and tasks which may occur outside the regular workday.

**ESSENTIAL JOB FUNCTIONS:**

Maintain a Program Coordinator Committee (PCC), made up of representatives of local government, job training and employment agencies, local welfare agencies, educational institutions, child care providers, nonprofit service providers and business

- Coordinate periodic PCC meetings
- Ensure that services included in the FSS Contracts of participants are provided on a regular, ongoing and satisfactory basis; collaborate with local social service agencies and businesses to provide in-kind or low cost services to FSS participants
- Conduct needs assessments on FSS Program participants on a continuing basis
- Provide individualized case service and training plans for FSS participants; ensure that participants are linked to the supportive services needed to achieve economic independence and self
- Assist FSS participants in reaching program goals via case—management and community referrals, e.g. job training, educational opportunities, medical, social services
- Drafts, review and monitor FSS contracts
- Collaborate with Finance Department to ensure escrow implementation
- Prepare required reports for HUD, the Resident Initiatives Director, and the Executive Director
- Ensure that FSS participants are fulfilling their responsibilities under the FSS contract
- Prepare the annual grant application and related documents
- Perform other related duties as assigned
- Assist in outreach and recruitment activities;
- Compose and forward correspondence and form letters as required;
- Assist with compiling and assembling reports and information packets;
- Ensure high level of customer service;
- Maintain accurate and timely records and files;
- Perform other duties as assigned.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**

**JOB REQUIREMENTS:**

**EDUCATION REQUIREMENTS:** Bachelor's Degree in Social Work or related field or four years equivalent training and/or experience in social work, counseling or education.

**EXPERIENCE:** Experience working with low income families; experience working with County social services community; direct service coordinator.

**SKILLS:** Must have strong written and verbal communications skills and the ability to effectively work with applicants and participant, staff and general public.  
Must be highly organized and able to maintain accuracy and confidentiality of records.  
Must be computer literate and have ability to operate in a Windows environment.  
Ability to accurately perform basic and complex mathematical calculations  
Must be able to assess participants and make appropriate referrals.  
Ability to think independently.

**TYPICAL PHYSICAL DEMANDS:** Must be able to tolerate some prolonged sitting. Bending, reaching and lifting up to 25 pounds required. Normal range of hearing and vision.

**TYPICAL MENTAL DEMANDS:** Must be able to handle large volume of participant. Must be able to multi-task and follow priority tasks. Must be able to relate to and interact with people of all socio-economic levels. Must be able to handle stress under deadline pressure.

**WORKING CONDITIONS:** Individual will work in typical office setting. Occasionally may be required to work overtime or odd schedules. May also be required to work in a satellite location.