

# JOB POSTING

## **(Family Self-Sufficiency) FSS Specialist**

*Under the supervision of the Section 8 Program Manager and the Intake and Admissions Manager, the FSS Coordinator is responsible for working directly with residents, resident organizations, and service providers to coordinate comprehensive service delivery that results in the enhancement of the social and economic well being of Housing Choice Voucher (HCV) participants.*

The FSS Specialist is responsible for:

- Conducting recertifications and interims along with calculating rent increases within specified time constraints, and processing moves within thirty (30) days.
- Establishing positive working relationships with service providers to ensure the provision of a continuum of services.
- Service provider partnership negotiation, along with coaching, training, and assisting other associates as needed.
- Problem solving and troubleshooting to ensure success by conducting analyses and evaluations to identify and resolve issues.
- Motivating and engaging residents in leveraged programs and activities.
- Preparing weekly, monthly, quarterly, annual and semi-annual reports.
- Grant writing preparation along with conducting research, and identifying resources.
- Performing work tasks from oral and written instructions with the ability to understand and carry out complex specifications.
- Documenting and tracking both resident and provider activities.
- Traveling frequently within Marion County to complete necessary tasks.
- Working various hours and shifts as needed to complete tasks.

Minimum qualifications:

Bachelor's degree in Social Work or related field from an accredited college or university

Two to four years related experience or an equivalent combination of education and experience

One-year experience in the area of social service, customer service or working with disabled populations, families in trauma and/or the elderly

Two or more years experience in case management

Good organizational skills and the ability to stay in control and maintain even handed approach with people while working with continually changing, multiple tasks in a deadline work environment

The ability to communicate clearly and concisely, orally and in writing along with strong computer skills and working knowledge of MS Word, Excel, and database applications

Valid Indiana Driver's License required. Must be a resident or willing to relocate to Marion County.

For consideration please contact or send resume to:

Indianapolis Housing Agency  
Human Resources Department  
1919 N. Meridian Street  
Indianapolis, IN 46202  
Email: [jobs@indyhousing.org](mailto:jobs@indyhousing.org)  
Job Line: (317) 261-7232  
Fax: (317) 261-7176  
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