



JOB VACANCY ANNOUNCEMENT	
DATE:	September 21, 2026
POSITION:	Family Self-Sufficiency Coordinator (FSS)
SCHEDULE:	Monday – Friday, 8:00 am – 4:30 pm / 37.5 hours per week
PAY RATE:	\$46,661 – 52,000/yr (based on experience)
DEADLINE TO APPLY:	Until filled

PURPOSE FOR THE POSITION:

The Family Self-Sufficiency (FSS) Coordinator administers the Housing Authority's Family Self-Sufficiency Program in accordance with U.S. Department of Housing and Urban Development (HUD) regulations, Housing Authority policies, and applicable laws.

The Coordinator recruits and enrolls eligible families, conducts participant assessments, develops Individual Training and Services Plans (ITSPs), coordinates supportive services, monitors participant progress, and assists families in achieving economic independence through employment, education, financial capability, and increased earned income.

The Coordinator develops and maintains partnerships with employers, workforce development organizations, educational institutions, and community service providers to support participant success.

POSITION SUMMARY:

- Administer the FSS Program in compliance with HUD regulations, Housing Authority policies, and applicable laws.
- Recruit, enroll, and orient eligible Housing Choice Voucher and/or Public Housing participants.
- Explain FSS program requirements, participant responsibilities, escrow provisions, and program benefits.
- Execute and maintain Contracts of Participation (COPs) and related program documentation.
- Maintain accurate, confidential participant records in accordance with HUD and Housing Authority requirements.
- Monitor program activities and ensure timely completion of required documentation and reporting.
- Assess participant strengths, needs, barriers, employment, education, and financial goals.
- Develop and maintain individualized ITSPs with measurable goals and objectives.
- Conduct regular participant meetings to monitor progress and provide coaching, encouragement, and problem-solving assistance.
- Monitor participant compliance and progress toward FSS goals.
- Modify service plans as participant circumstances and goals change.
- Connect participants with appropriate community resources and supportive services.
- Educate participants regarding FSS escrow requirements and eligibility.
- Monitor participant eligibility for escrow credits and disbursements.
- Coordinate with Housing Authority staff to ensure accurate escrow calculations and documentation.
- Verify completion of program requirements prior to escrow disbursement.
- Establish and maintain partnerships with community organizations and service providers.
- Coordinate referrals for services such as childcare, transportation, healthcare, financial counseling, education, employment, and homeownership assistance.



- Promote the FSS Program through resident outreach, community meetings, resource fairs, and other Housing Authority activities.
- Represent the Housing Authority professionally in the community.
- Enter and maintain participant information in HUD-required systems and Housing Authority software.
- Prepare program reports and performance information for HUD, management, and funding agencies.
- Track participant outcomes, program performance, employment, education, earned income, and escrow activity.
- Assist with HUD audits, monitoring reviews, and other compliance activities.
- Remain current on HUD regulations, guidance, and best practices affecting the FSS Program.

Knowledge, Skills and Abilities:

- Knowledge of purchasing, procurement, order processing, and payment processing principles and practices.
- Strong organizations skills and attention to detail
- Ability to manage multiple assignments and deadlines accurately and efficiently.
- Professional written and verbal communications skills
- Ability to establish effective working relationships with internal and external customers.
- Ability to identify discrepancies and compliance concerns and appropriately escalate issues.
- Proficient with Microsoft Office (ie Outlook, Word, Excel)
- Ability to learn and effectively use HHA financial and enterprise software systems.
- Ability to work independently while functioning effectively as a team.

Key Competencies:

Associates Degree in social work, human services, or related field.

FSS/HUD experience, certified family development credentials or similar preferred.

Valid Pennsylvania driver's license. Ability to lift 20 pounds, Ability to read, write and communicate effectively in English. Local travel is required for participant meetings, home visits, community outreach, partner meetings, and other program activities.

This position is supported in part through federal FSS program funding, subject to availability and requirements of applicant grant funds.

To apply you must submit your resume and a letter of interest via email to vinam@harrisburghousing.org.