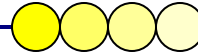




Lake County Housing Authority  
33928 North U.S. Highway 45  
Grayslake, IL 60030



Lake County Housing Authority has an immediate opening for a:

### **Family Self Sufficiency Manager**

Under the general direction of the Director of HCV Intake the FSS Manager will direct the day-to-day operations of all aspects of the Family Self-Sufficiency (FSS) program within the guidelines of Housing Authority policies and procedures and perform a variety of clerical tasks related to admission and continued occupancy of residents.

The FSS Coordinator is a grant funded position that is contingent on the HUD funding subject to the availability of LCHA being the successful recipient of future federal funding. The Housing and Urban Development program will annually release notices of funding availability to Housing Authorities for grant opportunities. They have offered the salary reimbursement to Housing Authorities that apply to them for grants. LCHA fully expects to apply for any future grants to continue the salary for this position.

**Main Responsibilities Include:** Recruit and enroll participants in FSS. Work with clients to prepare their FSS contract. Perform social service needs assessments through interviews and individualized action plans. Provide coordination of goal-setting activities for participants both at enrollment and on an annual basis. Identify and refer participants to community agencies and resources that will provide services to meet assessed needs. Develop and maintain good working relationships with health, welfare, social agencies, and non-profits as well as job developers as potential resources for participants. Perform basic administrative tasks related to the job (i.e.: computerized tracking systems, statistical reports, case recordings, and other related information). Create various marketing tools including brochures, monthly newsletters, and flyers to recruit and later to connect services to participants. Participate in departmental activities that support the goals of self-sufficiency.

**Minimum Qualifications:** Ability to communicate orally and in writing; understand and apply housing regulations and standards; be flexible, prioritize work, manage time effectively and work without close supervision; use good judgment and make good decisions; be reliable in attendance and punctuality; must have valid driver's license and properly insured vehicle or access to reliable transportation and be bondable.

#### **Desirable Qualifications:**

Graduation from an accredited college or university, preferably with specialization in Social Work, Sociology, or Human Services with a B.A. or B.S. or related field; or two years' experience in social work or two years' experience in assisted housing which must have included advising and/or counseling residents regarding housing authority programs and policies, as well as informing residents about available community programs and services; or satisfactory equivalent combination of education and experience. Bilingual in Spanish, with the ability to speak, read, write and translate documents.

Absolutely no telephone calls. Please submit letter of interest and resume. Position is open until filled.

Please send resumes to:  
Lake County Housing Authority - Human Resources  
33928 North US Highway 45  
Grayslake, IL 60030  
[recruitment@lakecountyha.org](mailto:recruitment@lakecountyha.org)  
FAX: 847-223-7910  
No phone calls please