

Brookline Housing Authority

Position Title:	Family Self-Sufficiency Coordinator	Department:	Resident Services
Reports to:	Resident Services Director	Approved By:	Danielle Mendola
FLSA Status:	Non-Exempt	Approved Date:	10/10/2024

The Organization

The Brookline Housing Authority (“BHA” or Authority”) is a public agency, which currently manages 2,165 public housing units and Section 8 housing vouchers. In a community rich with opportunities, we provide low-income families, seniors, and people of all abilities with safe, decent, accessible, and affordable places to live. The BHA works in collaboration with government and civic organizations to support and encourage the well-being and economic self-sufficiency of BHA residents; to sustain a diverse population in Brookline; and to maintain attractive residential neighborhoods.

The Position

The Family Self-Sufficiency Coordinator is a new position at the Brookline Housing Authority (BHA); a high-performing, mid-sized public housing agency. Building on the success of Self-Sufficiency Program at state public housing, the BHA’s Resident Services Program is now poised to expand economic mobility services to federally subsidized housing through the national Family Self-Sufficiency (FSS) program paired with significant financial incentives. This is an exciting opportunity to meaningfully impact wealth and access gaps through positive coaching relationships and coordinated community supports.

Essential Duties and Responsibilities

- Administer Family Self Sufficiency (FSS) and related financial empowerment programming for residents of BHA-subsidized housing in compliance with HUD regulations and BHA policies.
- Collaborate with Resident Services and BHA team to implement “surround sound” outreach strategies to effectively engage and enroll eligible participants and meet program targets.
- Develop collaborative, individualized assessments and action plans outlining short- and long-term goals, strategies, supports, and skills with participants.
- Use coaching frameworks and regular monitoring to support participant progress over time, to promote opportunities for economic advancement, and overcome barriers to program success.
- Provide one-to-one coaching and occasional groups in basic personal finance and economic mobility, consistent with scope of work, training, and best practices.
- Build effective working relationships with related departments including but not limited to: Admissions, Leased housing, Property Management, Finance, and Resident Services.
- Form strong partnerships with: local service providers, employer partners, financial institutions, homeownership programs, small business assistance, and related community organizations; including organizing regular coordination meetings with key partners in line with HUD and program requirements.
- Coordinate and implement financial empowerment supports (such as free tax preparation, financial education series, and resource newsletter).
- Plan or support community engagement activities that promote resident engagement, including end-of-program celebration as applicable.
- Maintain required records and complete documentation in compliance with program policies; prepare program reports as needed.

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- Manage escrow accounts, incentive payments, and financial activity accurately and in accordance with FSS regulations and BHA policies.
- Keep up-to-date on national or local best practices in economic mobility, FSS, and any required certifications.
- Assist with resource development, such as site visits and preparation of grant proposals.
- Maintain confidentiality.
- Other duties as assigned or agreed upon.

All activities must support the Brookline Housing Authority (“BHA” or “Authority”) mission, strategic goals, and objectives.

Qualifications

- Associate’s or Bachelor’s degree in social services, education or related field. Master’s degree in Social Work or related field is preferred but not required.
- Demonstrated experience, commitment to, and passion for supporting diverse families with limited incomes to achieve their goals.
- Demonstrated characteristics: sensitivity to impact of trauma and the needs of low-income and culturally diverse participants along with an unwavering belief in client capacity to define and reach their personal visions; trustworthy, with strong interpersonal skills; self-awareness, empathy, integrity, sound judgment; physical condition commensurate with program demands.
- Demonstrated ability to: establish strong, trusting partnerships with participants and colleagues of diverse backgrounds; share, solicit, receive, and grow from feedback; manage competing priorities; communicate effectively, both orally and in writing, conveying difficult or complex information in a relatable manner.
- Demonstrated skills: Excellent organizational skills; Detail-oriented with the ability to complete work accurately and efficiently.
- Proficiency with Microsoft Office and Google suite.
- Ability to work some evenings as needed.

Preferred Qualifications

- FSS, motivational interviewing, and/or economic mobility coaching preferred.
- Relevant lived experience is valued.
- Familiarity with Brookline is a plus.
- Bilingual skills (Spanish or Haitian Creole) is a plus.

Physical Requirements

- Ability to travel to BHA properties with access to a personal vehicle and valid Driver’s License.
- Ability to stand for extended periods of time at events.
- Ability to carry/lift up to 25 pounds.

Compensation & benefits

- F/T – 35 hours
- Salary Range: from \$55,000
- BHA offers a competitive salary and strong benefits package including GIC health insurance, a transit stipend, education allowance, and a defined-benefit pension.

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Additional Notes

- Hybrid work environment.
- Anticipated start date December 2024-January 2025.
- The BHA is an equal opportunity employer and committed to hiring individuals who reflect the diversity of the communities it serves. "Section 3" low-income residents (defined as 80% of the area median income) are encouraged to apply.

The BHA is an equal opportunity/affirmative action, Section 3 employer. Women, LGBTQ individuals, minorities, veterans, Section 3 qualifying individuals (defined as being a public housing resident or a "low-income resident"-80% of Area Median Income), and persons with disabilities are strongly encouraged to apply.

Read and Acknowledged

Employee Signature

Date

Employee Name (printed)