



## JOB POSTING

The Mesilla Valley Public Housing Authority is accepting applications for:

**FAMILY SELF-SUFFICIENCY COORDINATOR.** **Duties include:** Assist eligible participants in the Family Self Sufficiency (FSS) program in compliance with HUD rules and regulations. Responsible for building partnerships with employers and service providers in the community to help participants obtain jobs and services to achieve economic independence and self-sufficiency. Responsible for intake, assessment of training and service needs, and determining potential obstacles and the appropriate types of assistance for FSS participants to achieve self-sufficiency and economic independence. Works closely with participants to establish interim and final goals and monitor the goals quarterly. This is an annual grant funded position and is dependent on HUD funding. This is considered a non-exempt position as defined by the Fair Labor Standards Act (FLSA).

**Qualifications include:** Bachelor's degree in social services, behavioral sciences, or career/vocational counseling from an accredited college or university and 2 yrs. of related experience required. Knowledge and understanding of social service programs and various resources. Experience in federal or state housing or human services grant programs. Knowledge of socioeconomic issues of New Mexico and education and employment needs of disadvantaged families. Knowledge of cultural and environmental factors affecting disadvantaged groups. Proficient computer skills in Microsoft Word and Excel. Computer literacy including knowledge and use of personal computers and application software is required. Bilingual (English/Spanish) preferred. Salary based on experience. Excellent benefit package.

Complete application packages, including job descriptions, are available weekdays from 7:30 am – 3 pm at 926 S. San Pedro, Las Cruces or via email at [MVPHAPERSONNEL@gmail.com](mailto:MVPHAPERSONNEL@gmail.com) Applications will be accepted until position is filled.

Equal Opportunity Employer



May 2019