



Job Posting Family Self-Sufficiency Coordinator

Worksite Location: The Dalles, OR

Work Schedule: Full time at 36 hours per week with flexible work schedule

Pay: \$28.30 per hour plus 3% additional pay for bilingual employees

Reports to: Executive Director

Application Deadline: Open until filled with first review of applications 10/29/26

Why work at Mid-Columbia Housing Authority and Columbia Cascade Housing Corporation?

Because you have a desire and shared mission to promote affordable housing, economic opportunity and a suitable living environment, free from discrimination to those who have barriers due to income or disability. We work as a team toward our mission with passion and empathy for those who have been marginalized and underserved. If you like to work in a fast paced and collaborative environment opportunistic environment – this is the place for you!

Who are we looking for? Someone who:

- Has integrity, imagination, compassion, and mature judgement
- Has strong administrative, communication skills, and attention to detail
- Has a strong belief in our mission and our work to advance equity

What you will do:

- Performs outreach and referral to encourage eligible families on the Housing Choice Voucher Program to participate in the Family Self-Sufficiency Program; conducts interviews, collects background information, makes appropriate assessments, and works with families to establish an individual action plan leading families participating in the program from welfare dependency to self-sufficiency; coordinates the participation of residents, participants and service providers in planning of community events;
- Develops financial education curriculum; teaches financial education classes to FSS and VIDA program participants, CCHC residents, and the community; provides one-on-one financial coaching as needed;
- Functions as housing program liaison with other community service organizations; maintains an up-to-date directory of community contacts and resources available to participants; creates quarterly newsletter; refers FSS program participants and residents of CCHC properties with service needs to other agencies and/or community resources; collects, monitors, and maintains data on clients;
- Provides follow-up counseling and maintains contact with clients in order to observe and report progress and verify that the established action plan is being carried out;
- Prepares and maintains current written narrative documentation of the activities concerning individual cases, responds to correspondence, phone calls, office visits from participating families;
- Refers clients to appropriate lines of business within the organization and community partners as applicable;

- Monitors programs, including Family Self-Sufficiency escrow accounts and VIDA accounts;
- Performs other related duties as assigned;

Competencies and Skills Requirements:

- Ability to understand and deal with problems faced by program participants from a wide range of socioeconomic and cultural backgrounds.
- Ability to follow complex oral and written instructions and interpret program requirements in a manner understandable to program participants.
- Ability to plan and organize assignments, travel schedule and establish priorities.
- Knowledge of affordable housing and local community organizations and resources.
- Above average written and oral communication skills.
- Ability to collect and analyze data and use web-based data collection systems.
- Proficiency in Microsoft Office programs including Outlook, Word, Excel, and PowerPoint as well as online software systems.

Education and Experience Qualifications:

- High School diploma or equivalent required.
- Four years of progressively responsible experience in human services related experience (i.e. work concerned with rendering assistance to individuals and groups with problems such as poverty, illness, financial mismanagement, and/or inadequate housing).
- Or any equivalent combination of experience and education that provides the necessary knowledge, skills, and abilities to perform the essential functions of this position.
- Must possess or pass Family Self-Sufficiency (FSS) training exam within 6 months of hire.

Physical Demands of Position:

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required at least 50% of the work period while operating standard office equipment.

Working Conditions:

Most work is performed indoors in an office setting with usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work may also involve frequent interruptions. Occasional evening meetings may be required. Overnight travel is rare but may be required.

Benefits:

- Generous paid time off (Vacation, Sick, Administrative Leave, 11 paid Holidays)
- Excellent Medical, Dental, Vision, Life and Long-term disability coverage 100% paid by employer
- \$350 per month contribution into a 457 deferred compensation plan with ROTH option or flex spending account (health or dependent care)
- Training Opportunities
- Employee Assistance Program
- Flexible work schedule to encourage work-life balance
- As a public employer, our team members are eligible for Public Service Loan Forgiveness

Interested?

To apply, submit cover letter and resume to info@mid-columbiahousingauthority.org with the subject line of "[Your Name] – Family Self-Sufficiency Coordinator"

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

We are an Equal Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability and any other characteristics protected by applicable law. We appreciate differences and create opportunities for our team to interact with people who do not look like, talk like, think like, believe like, act like or live like they do.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are seeking the best candidate for the position and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job and believe you would be the best fit, we encourage you to apply. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.