

The Housing Authority of Kansas City, Missouri is seeking qualified applicants for the position of FSS Case Manager/ Coordinator with experience in Strengths-Based Case Management. Experience working with low income and minority families is desired. Must possess the following abilities:

- Ability to maintain a caseload of 75 – 80 Family Self Sufficiency Participants.
- Ability to communicate effectively and work closely with the Senior FSS Case manager on employment services, homeownership, financial literacy, computer literacy and life skill classes.
- Ability to work with a team.
- Able to coordinate programs with community partners.
- An understanding of the budgeting process and the homeownership process. Ability to advocate for low income families who are seeking to purchase homes.
- Knowledge of excel.
- Knowledge of case management documentation.
- Able to understand federal regulations and follow the requirements of the program.
- Ability to work on own with minimal supervision.
- Other duties as assigned.

QUALIFICATION: Masters Degree in Social Work preferred. Will consider a Bachelors degree with prior experience in Strengths-Based case management programs.

Interested applicants should forward resume or fill out application to:

Housing Authority of Kansas City, MO

Administrative Services

920 Main Street – Suite 701

Kansas City, MO 64105

FAX: 816-968-4225

POSITION IS OPEN UNTIL FILLED

EOE

Job Type: Full-time