

## **Family Self-Sufficiency Case Manager/ Coordinator**

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:

1. Ability to maintain a caseload of 75 – 80 Family Self Sufficiency Participants.
2. 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.
3. Ability to work with a team.
4. Able to coordinate programs with community partners.
5. An understanding of the budgeting process and the homeownership process. Ability to advocate for low income families who are seeking to purchase homes.
6. Knowledge of excel.
7. Knowledge of case management documentation.
8. Able to understand federal regulations and follow the requirements of the program.
9. Ability to work on own with minimal supervision.
10. 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: 816-285-4025 or E-mail: [mboydston@hafc.org](mailto:mboydston@hafc.org)

**POSITION IS OPEN UNTIL FILLED**

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