

**Housing Commission of Anne Arundel County  
FAMILY SELF-SUFFICIENCY COORDINATOR  
SALARY: \$36,051-\$60,102**

**Description:**

The Housing Commission of Anne Arundel County is seeking a full-time Family Self-Sufficiency Coordinator (FSS). The FSS Coordinator provides vital case management and referral services to FSS contracted families, ensuring the families meet their contract, housing, and program goals. The duties of the FSS Coordinator include: conduct briefings for FSS applicants, determine program eligibility, maintain FSS participant files, keep accurate documentation, meet deadlines, audit escrow accounts, inform FSS applicants of their waitlist status, schedule meetings with various public, private, professional, and clients, assist with program marketing, coordinate PCC meetings and record minutes, prepare monthly reports, while upholding confidentiality.

**Qualifications:**

Degree in Human Services or related field; Supplemented by five years relevant work experience; equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be considered. Previous HUD experience is recommended. Experience with the FSS program is preferred and given special considerations.

**SEND RESUME TO THE HOUSING COMMISSION OF ANNE ARUNDEL COUNTY  
Email: [sghnida@hcaac.org](mailto:sghnida@hcaac.org)**

**THE HOUSING COMMISSION OF ANNE ARUNDEL COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER.  
FEMALES AND MINORITIES ARE ENCOURAGED TO APPLY.**