



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

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(248) 209-2615 FAX

Website: www.olhsa.org

Family Self-Sufficiency Program Coordinator

Division: Community and Energy Services

Department: Asset Development

Supervisor: Community Services Manager

FLSA Status: Non-Exempt

Job Mission: To provide comprehensive case management services to clients in Family Self-Sufficiency program.

Performance Standards:

1. Provide strength-based case management and self-sufficiency development services one-on-one and in groups; virtually via telephone, text, email, written correspondence, and electronic meeting platforms; and when safe to do so, face-to-face at various community sites convenient to clients.
2. Conduct comprehensive needs assessments of clients and households to help clients assess their financial wellness, identify goals, and create action plans; encourage and support clients through ongoing oversight of action plans.
3. Enter and maintain client data in databases and case files; generate reports, and write participant success stories as needed.
4. Provide training and insight to build client skills, such as budgeting, credit building, debt repayment, savings, and asset development, to help them reach their self-sufficiency financial goals; identify and refer clients to available community resources.
5. Recruit, screen, and interview potential agency clients.
6. Carry out all other duties as assigned.

Qualifications:

1. High School Diploma or equivalent required. Associates degree or two (2) years of experience in the human service field preferred.
2. One (1) year case management experience preferred.
3. One (1) year experience with Microsoft Office programs required; experience with Office 365 preferred. One (1) year of experience working with computer applications and customer tracking data systems preferred.
4. One (1) year experience giving written and oral presentations required. Must have strong verbal and written language skills.
5. Bilingual in English/Spanish preferred.
6. Valid Michigan driver's license and reliable transportation to be used for job related travel required.
7. Must be able to work flexible hours that may include evenings and weekends.

Hours & Wage:

\$14.40 per hour

40 hours per week; 52 weeks per year

Location

Pontiac

Deadline to Apply

Job Title: Family Self-Sufficiency Program Coordinator

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	5	
Stand	1	
Walk	1	
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	
Crouch	Yes	
Balancing	Yes	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
Weight Carried	26-50 lbs.	

	Pounds	Comments
Weight Lifted	26-50 lbs.	

Date: Aug 11, 2020