

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



SANTA FE COUNTY

Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Katherine Miller
County Manager

102 Grant Ave; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895

Job Title: FSS/Ross Coordinator

Department/Division:	Housing	Range: 26
Salary:	\$17.7981/hr. - \$26.6972/hr.	
Position Status:	Full-Time/Term	
FLSA Status:	Non-Exempt	
Closing Date:	October 16, 2020	
Job #:	10-2020-003	

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Performs casework, residential monitoring functions under the HUD FSS and Ross Education Programs

Essential Job Functions:

- Determines eligibility of residents/families to be served by the FSS/ROSS Programs.
- Prepares an individual Training and Services Plan for each FSS/ROSS participant. Provides educational and employment information to FSS/ROSS participants in order to help them achieve their self-sufficiency goals. Provides career counseling. Coordinates supportive services, health services, legal services, educational opportunities with local, state and federal agencies and NGO organizations.
- Develops a primary navigation plan with residents/families that sets appropriate goals, which should address safe and secure housing, accesses to food, utilities, transportation, health system enrollment, education, literacy, preventive care, medical treatment, chronic disease management, and effective social and community referrals.
- Uses an agreed-upon IT system to be determined by the County to provide the Santa Fe County Community Support Division with quarterly data on social

determinants of health, demographics, emergency room utilization and jail utilization of clients served.

- Survey individuals served annually to assess their continued engagement with needed resources and satisfaction with navigation services.
- Must be able to create newsletters, organize community events and trainings, organize tenant council meetings, oversee community service requirements, including Section 3 employment opportunities.
- Must have an understanding of FSS/ROSS grant requirements, coordinate efforts to submit grant reapplication and collect program data for grant reporting.

Knowledge / Skills :

- Working Knowledge of the public sector and the roles and functions of the Housing Authority in the community. Must have knowledge of community resources and federal fair housing requirements.
- Knowledge of office equipment, including computers: computer software, including word processing and spreadsheets; of accounting principles: and preparation of records, reports and correspondence.
- Ability to effectively coordinate with local, state, and federal agencies as well as private sector businesses; to communicate effectively verbally and in writing: to maintain confidentiality: to exercise judgments: to follow verbal and written instructions: to compile, analyze and interpret data; to present information in a clear and concise manner: and to deal effectively with associates, clients and the public.
- Ability to use Microsoft Word, Excel, Power Point and any graphic systems.

Minimum Qualifications

- High School diploma or equivalent plus four years working in education or human services.
- Must possess a valid New Mexico Class 5 or D driver's license.

Working Conditions:

Work is performing in an office setting. After hour work is required. Some outside walking: local and out-of-state travel is required. May be subject to CRT and VDT exposure. May be exposed to some hazards such as small animals and irate tenants.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and

maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Apply Online at:

https://www.santafecountynm.gov/human_resources/employment_applications.

Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.

Updated: 09/30/2020