

Job Title Self-Sufficiency Intern
Reports MTW Coordinator
Location: HACC Administrative Office

Job Summary

Under the general direction of the Moving to Work Coordinator, the self-sufficiency intern will be responsible for providing administrative and operational support to the Local Self-Sufficiency Department. The LSS program provides case management for individuals who are participants of the Housing Choice Voucher Program.

Client Advocacy

- Identifying barriers to success and helping clients set goals to become self-sufficient
- Assist in developing a self-sufficiency plan
- Provide referral information to assist participants in obtaining community resources
- Assist participant in applying for appropriate benefits.
- Assess Client Progress
- Creating and curating engaging content to help share program news & updates
- Advocate for Participants among service providers

Community Engagement

- Assist in developing programs and planning for enhanced resident services
- Maintaining communication with various management levels and departments
- Creating and implementing community programs to assist residents with service needs.

Professional Expectations

- Be professional always through quality of work, punctuality, attendance, and attitude.
- Be dependable, make good judgment, and organized.
- Display the initiative and ability to learn knowledge of the field.
- Maintain a good working relationship with peers and demonstrate leadership qualities.

To Apply Submit your resume & cover letter to Lily Walton (Lilyw@hacc.net)