



SPECIAL PROGRAMS INTERN POSITION DESCRIPTIONS

FAMILY SELF SUFFICIENCY (FSS)

HADC's FSS program is a federally funded program, which offers housing assistance as a part of coordinated program of housing, childcare and transportation assistance; personal and career counseling; educational assistance; and job training and placement for families with low to moderate incomes. The goal of the FSS program is to help motivated individuals become economically self-sufficient. With the support of local programs and agencies, FSS combines case management and advocacy with the FSS Participants' individual plan for education, job training and employment.

FAMILY UNIFICATION PROGRAM (FUP)

FUP allocations are provided to the HADC to assist families who have lost, or in danger of losing, their children to foster care, but who may be able to retain custody of their children or reunite the family if they can obtain adequate housing.

HADC HOMEOWNERSHIP PROGRAM

The Housing Choice Voucher Homeownership program enables eligible individuals and families who are receiving rental assistance through the Housing Choice Voucher Program to use their vouchers to purchase a home in DeKalb County.

HOMEOWNERSHIP COUNSELOR ASSISTANT INTERN POSITION DESCRIPTION

RESPONSIBILITIES:

This is a responsible intern position that works directly under the supervision of the Homeownership Counselor. The responsibilities include assisting clients in identifying their housing needs, tracking, outreach, and education. The assistant will work with the Homeownership department to build healthy communities and expand homeownership opportunities for lower income and under-served families in Dekalb County.

Major Duties:

- Conduct community outreach for homebuyer education workshops
- Register and notify residents of homebuyer training workshops, prepare agendas and handouts and working materials
- Coordinate with the staff and appropriate agencies on issues relating to homeownership counseling and lending programs
- Arrange for necessary support services for clients
- Ability to independently plan, coordinate, and schedule work to meet deadlines and accomplish objectives

**FAMILY SELF-SUFFICIENCY ASSISTANT
POSITION DESCRIPTION**

RESPONSIBILITIES:

This is a responsible intern position that works directly under the supervision of the Family Self-Sufficiency Counselor and other special programs. This position includes assisting clients in case plans, referrals, and goal setting. The assistant will work with the Counselors to engage families in attaining self-sufficiency based on HUD and program guidelines.

Major Duties:

- ✦ Identify basic needs and recommend services for families
- ✦ Prepare and send letters to families
- ✦ Coordinate with the staff and appropriate agencies on issues relating to self sufficiency
- ✦ Ability to independently plan, coordinate, and schedule work to meet deadlines and accomplish objectives