

HOUSING COORDINATOR

Classification: Salaried, Full Time

Reports To: Program Manager

Definition:

This position involves the eligibility, recertification and tracking of HUD Section 8 Housing Choice Voucher clients.

Examples of Work Performed:

Fulfills HA Responsibilities (see attachment)
Maintains computer records for tenant history and landlords' monthly payments.

Performs monthly computer transmissions to HCR in absence of Housing Manager.

Required Knowledge, Skills & Abilities:

Ability to establish and maintain effective working relationship with fellow employees, clients and public.

Ability to interpret housing rules and regulations clearly and concisely, both orally and in writing.

Ability to handle difficult situations between landlords and tenants in an objective, professional manner.

Ability to prepare and maintain clear and accurate case records with attention to detail.

Computer literacy is vital for all aspects of the program.

Knowledge of programs and related issues. Attendance at annual training workshops is mandatory and continual education regarding program details and performance is encouraged.

Desirable Qualifications:

Graduation from an accredited four-year college or university and/or considerable experience in counseling very low income individuals and families receiving governmental aid. Must enjoy working with people and be patient in helping them to solve their housing related problems.

Must own a reliable vehicle that can withstand the substantial amount of travel associated with client home visits and inspecting rental units.