

HOUSING SPECIALIST – VOUCHER ADMINISTRATION DIVISION

The Greensboro Housing Authority (GHA) is comprised of more than 100 housing and business professionals who are dedicated to making GHA stand out as Greensboro's largest provider of affordable housing, while offering the best real estate and property management services in the country. Our team members experience a stimulating and rewarding work environment and are committed to making a difference in our community to produce opportunities for LIFE SUCCESS™.

General Description

Under general supervision, the Housing Specialist – Voucher Administration Division performs specialized clerical-administrative work for the Voucher Administration Programs for the Greensboro Housing Authority. The team member is responsible for screening and selecting Section 8 applicants for housing and determining eligibility of applicants for final selection or rejection. Work involves scheduling and conducting re-examination interviews to determine continued eligibility; preparing correspondence; entering status changes into the data base system; and completing final calculations for certifications and recertification to determine continued occupancy. Work also involves conferring with landlords to ensure timely notification to clients and conducting final reviews of verification and documentation. The team member must exercise independent judgment and initiative in performing assigned duties. The team member must also exercise courtesy, tact, and firmness in extensive contact with housing applicants, landlords, employers, and outside agencies. The Housing Specialist – Voucher Administration Division reports to the Eligibility Manager (this is a non-exempt position under FLSA).

Requirements

Graduation from high school supplemented by college-level course work in business, psychology, sociology or a related field, and 1 to 2 years of experience in office work involving public contact, preferably including experience in dealing with low-income families and the elderly; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Special Requirement

Possession of a valid driver's license issued by the state of North Carolina with a safe driving record.

Closing Date: **Open until filled**

How to Apply

If you are interested in applying, please email your resume to our Human Resources Manager, Sharon Hunt (shunt@gha-nc.org), and complete the online application by visiting our website (www.gha-nc.org) and clicking on "Working for GHA".

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. We abide by the Drug Free Workplace Act, which includes pre-employment testing. GHA participates in E-Verify. To access E-Verify's Participation Posters visit www.dhs.gov/e-verify and then go to Publications.

