

JOB OPENING: HOUSING SPECIALIST

Under general supervision, performs specialized clerical-administrative work for the Voucher Administration Division for the Greensboro Housing Authority. Employee is responsible for screening and selecting 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. Employee must exercise independent judgment and initiative in performing assigned duties. Employee must also exercise courtesy, tact, and firmness in extensive contact with housing applicants, landlords, employers, and outside agencies. This position reports to the Eligibility Manager. This is a non-exempt position under FLSA.

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. Must meet Light Work Physical requirements.

Special Requirement: Must possess a valid driver's license issued by the state of North Carolina and maintain a safe driving record.

Closing Date: Open until filled

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. All applicants must apply directly online www.gha-nc.org and submit a resume to shunt@gha-nc.org. We abide by the Drugfree 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*

