

**Job Opening:           Housing Specialist**

**Specifications:**       Performs specialized clerical-administrative work for the Voucher Administration Division for the Greensboro Housing Authority. Employee 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. 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. Work involves keeping abreast of all current rules, regulations and procedures relative to the Housing Choice Voucher program, issuing vouchers for occupancy or revalidating vouchers when participants transfer between residences, conducting Housing Choice Voucher program enrollments, negotiating with owners, landlords, agents and property managers regarding unit size, appliances, rental rates, contract and lease agreements and renewal agreements, completing HAP contracts for owner's signature, conduct's re-examination interviews and verifies documentation to determine continued eligibility in programs, performs rent calculations and calculations for re-certifications, assist with other programs under the Voucher Administration Division and provides periodic reports and updates to supervisor and management.

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. 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

If you are interested in applying, please submit your resume to Tracy Willis, HR Coordinator at [twillis@gha-nc.org](mailto:twillis@gha-nc.org), and complete the online application at [www.gha-nc.org](http://www.gha-nc.org).

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 on our website [www.gha-nc.org](http://www.gha-nc.org) and submit a resume to [shunt@gha-nc.org](mailto:shunt@gha-nc.org). We abide by the Drugfree Workplace Act, which includes pre-employment testing.

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