

INTAKE SPECIALIST-VOUCHER ADMINISTRATION

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, provides clerical and administrative support in the Voucher Administration Department for the Greensboro Housing Authority Housing Choice Voucher Program. Employee is responsible for managing applicant intake, determine eligibility for program participation, and support ongoing eligibility functions, including annual and interim recertifications. Employee is responsible for maintaining application documentation; preparing various reports; receiving completed forms from applicants; and answers inquiries for housing information. Employee must exercise considerable initiative, independent judgment, attention to detail, strong organizational skills, and the ability to interact with applicants, participants, landlords, and partner agencies in a professional and courtesy manner. Reports to the Intake Manager. (This is a non-exempt position under FLSA).

Requirements

Graduation from high school, supplemented by college-level course work in business administration and data entry, and 1 to 2 years of experience in housing, general office support and data entry; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Special Requirement

Certification in HCV eligibility or rent calculation (or ability to obtain within 6–12 months of hire) preferred.

Possession of a valid NC driver's license.

Closing Date: Open until filled

How to Apply

If you are interested in applying, please email your resume to Human Resources, Josie Rubalcava (jrubalcava@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.