

HOUSING ASSISTANT

POSITION SUMMARY

- Under the supervision of the Project Manager, the Housing Assistant is responsible for representing the Housing Authority in a positive and professional manner. This individual will be proficient in data entry, possess strong and tactful public relations skills and be able to perform basic secretarial skills.

MAJOR DUTIES AND RESPONSIBILITIES

- Assist with Public Housing Applicant files (e.g.: process update application letters to applicants and assist in the process of verifying eligibility, process annual purge of Public Housing waiting list and destruction of applicable files as needed, enter application changes in computer software system, conduct police record and sex offender checks)
- Assist with lease-up packets
- Maintain bulletin boards for public housing
- Provide assistance to the Project Assistants in mailing recertification letters to participant families and obtaining verifications of income, assets and medical expenses for same and interim changes, re-inspections
- Issue entrance key fobs and parking permits
- Date stamp mail and other correspondence, distribute to appropriate employees
- Retrieve monies from both Edgemont & Fort Shelby laundry rooms, make deposit
- General typing, filing and data entry as necessary, answer switchboard, greet and assist visitors, clients and service providers during operating hours.
- Responsible for completing other assignments as directed by Project Manager or the Executive Director

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE

- Minimum of Associates Degree in business/social services or public housing/human services experience
- Demonstrated computer skills
- Possession of a valid driver's license
- Ability to be insured under the Housing Authority's vehicle policy
- Ability to pass a physical examination and drug screening test
- Satisfactorily complete a local criminal background check
- Eligible to be covered under the Housing Authority's fidelity bond