

## APPLICATION COVER SHEET

**Job Title:** Housing Specialist

**Wage:** \$14.56 per hour

**Hours:** 20-30 hours per week (40 during training period), 52 weeks per year

**Application Deadline:** 5:00pm, Monday, May 24, 2021

### PLEASE PROVIDE

1. COVER LETTER
2. RESUME
3. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION
4. COMPLETED APPLICATION COVER SHEET
5. COMPLETED HRDC EMPLOYMENT APPLICATION

**POSITION SUMMARY:** Assists in fulfilling the agency's obligations to Section 8 and related housing program. Includes but is not limited to keeping tenant records and serving walk in clients.

### MAJOR RESPONSIBILITIES:

#### Rental Assistance

1. Assist clients and landlords through rental process and Section 8 Program requirements.
2. Perform on site home inspections to verify that units meet Housing Quality Standards as set by HUD and submit written reports on conditions of units inspected. Inspect new units at start of lease and annually, and new units when current clients decide to move.
3. Maintains files and prepare for all annual inspections.
4. Liaison to the Montana Department of Commerce to insure integrity of the program.

### MINIMUM QUALIFICATIONS:

1. High School Diploma or High School Equivalency, plus two years of working in an office environment.
2. Some higher education in a relevant field is preferred.
3. The ability to use a computer and be familiar with Microsoft Office programs.
4. This position requires the ability to solve problems, pay attention to details, organize group events, communicate effectively orally and in written form, and follow verbal and written instructions.
5. Strong organizational skills and the ability to work independently are required.
6. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
7. Willingness and ability to travel within Hill, Blaine, and Liberty counties as required for job duties, and to travel in state as required for training.

**Within 1 year of employment the following certifications/training must be successfully obtained/completed\*:**

1. Certificate of Proficiency in Housing Quality Standards Inspection (HQS) or Uniform Physical Condition Standards (UPCS), and complete other training as needed.
2. CDS training.

(\*All required training is paid for by District 4 HRDC Housing Program.)

### ADDITIONAL INFORMATION:

1. *We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*

