

JOB TITLE: Housing Program Assistant
CLASSIFICATION: ¾ time, Hourly, Non-Exempt
REPORTS TO: Housing Director



SUMMARY OF WORK: The Housing Program Assistant provides support for the Agency's housing operations and veterans program. SEICAA Housing currently maintains 144 apartments and a homeless shelter. The Housing Program Assistant must be able to work independently and be team oriented in support of the Agency's overall goals and purposes.

OVERVIEW OF RESPONSIBILITIES:

- Professionally and efficiently managing in-person and telephone contacts and relationships.
- Effectively communicate orally and in written documents, understand and follow instruction.
- Develop knowledge of HUD, HOME, COC and ESG policies/guidelines.
- Maintain confidentiality and compliance with HUD, HOME, COC, ESG programs.
- Maintain hard copy/TEAMS files, housing compliance software and documentation.
- Effectively enforce Housing policy (i.e., House rules and lease).
- Create memos, calendars, and address notice of concerns.
- Assist with tenant and participant relations including qualification/certification, move-in, move-out and inspections.
- Collection of rental payments, security deposits, receipting and recording/tracking of payments.
- Computer data entry (Caseworthy) and responding to online requests.
- Individual must be able to perform other duties as assigned.

REQUIREMENTS:

- High School Diploma or equivalent. Rental housing experience preferred.
- Demonstrated experience with computer data entry and general office practices.
- Excellent communication and interpersonal abilities.
- Strong organizational skills, able to prioritize work and meet deadlines.
- Experience with Microsoft applications.

CONDITIONS: The following abilities are mandatory for fulfillment of the job requirements.

- Bondable, insurable under SEICAA's insurance policy, and maintain a valid Idaho driver's license.
- Able to attend meetings or trainings to enhance expertise and performance as scheduled by SEICAA's Administrative Team.
- Willing to travel on Agency business at Agency reimbursement rates.
- Able to occasionally lift up to 35 lbs.
- Must successfully pass mandatory pre-employment drug and background screening.