

JOB TITLE: Housing Program Assistant
CLASSIFICATION: Part to 3/4-time, Hourly, Non-Exempt, Pay Grade C
LOCATION: SEICAA's service area (7 S.E. Idaho Counties)



SUMMARY OF WORK: Provides assistance to the Agency's Housing Division in accomplishing the functions of the Affordable Housing program. Working as a team with rental housing, and maintenance staff, the Housing Program Assistant serves as support in providing housing opportunities for low income individuals and assists in promoting the Agency's goals to supporting participants' independence.

JOB CHARACTERISTICS: As part of the Housing team, this position provides support for the Agency's housing operations. Duties include professionally and efficiently managing in-person and telephone contacts and relationships. Position requires ability to effectively communicate orally and in written documents, understand and follow instruction, and maintain records. Performs duties requiring attention to detail, accuracy, and timeliness individually and as part of a team. Individual must possess strong organizational skills and be able to prioritize work and meet deadlines while maintaining confidentiality and compliance with HUD, HOME, COC and other requirements. Assists with coordination and record keeping for the maintenance staff; and assists in facilities and tenant transportation and cleaning scheduling as assigned/ needed.

POSITION CONTACT: Housing Director

JOB DETAILS:

Knowledge: This position requires ability to develop knowledge of HUD and other agency/organization rental housing reporting and file maintenance compliance requirements. Assistant must have knowledge of clerical and interpersonal skills to assist with tenant relations including; tenant qualification/certification, move-in, move-out, violations, warnings, evictions, and complaint processes. Assist with collection of rental payments, security deposits, receipting and recording/tracking of payments. Knowledge of records and files management, computer data entry, and office practices is required.

Skills: This position requires skills in, organization, interpersonal communication, administration, and assessing need. Experience with Microsoft applications, data entry, the operation of telephone, calculator, and other general office machines are required. Individual must be able to perform other duties as assigned.

Abilities: This position requires the ability to: communicate clearly both orally and in writing; pay attention to detail, accuracy, and timeliness. Must be able to prioritize work and manage multiple projects; maintain confidentiality; follow verbal and written instructions; establish effective working relationships with Agency staff, the public, and maintain rapport with tenants/participants. Individual must be able to perform duties with or without reasonable accommodations without endangering self or others.

EDUCATION, EXPERIENCE and CONDITIONS FOR EMPLOYMENT: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma or equivalent. Rental housing experience preferred.
- Demonstrated experience with computer data entry and record keeping. Knowledge of CaseWorthy, YARDI, EIV, HAP, and TRACS report systems preferred but not required.
- Strong interpersonal skills and experience working with low-income or elderly individuals.

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.
- Willing to travel on Agency business at Agency reimbursement rates.
- Able to occasionally lift up to 50 lbs.
- Must successfully pass mandatory pre-employment drug and background screening.