

**JOB TITLE:** South Oak Housing Program Assistant  
**CLASSIFICATION:** 3/4-time, Hourly, Non-Exempt,  
**REPORTS TO:** Housing Director

**SUMMARY OF WORK:** Serving as the on-site Housing Program Assistant for SEICAA's 24-unit South Oak Apartments in Blackfoot, Idaho. 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 policy, maintain confidentiality and compliance within HUD guidelines.
- Effectively enforce housing policy (i.e., House rules and lease).
- Maintain hard copy/TEAMS files, housing compliance software and written documentation.
- Responsible for process of applications, move-ins/move-outs.
- Responsible for annual re-certifications and inspections.
- Create memos, notices, violations, and address notice of concerns.
- Computer data entry (Caseworthy) and responding to online requests.
- Office supply purchasing.
- Light housekeeping (i.e., laundry room, bathroom, stairwells , monitoring grounds, garbage...).
- Assist on-site maintenance with light duty tasks.
- 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.