



Housing Specialist

Post Date: December 2019

Job Summary:

This position is part of a team which provides case management to community members seeking government subsidized rental assistance in Washington County through the Housing Choice Voucher Program. It will work from our West Bend office and is a full-time (40 hours per week) position.

Job Duties include:

- o Learning and applying local and national program rules, regulations, policies and updates.
- o Collecting, interpreting, and calculating necessary data for income, assets, deductions, household composition and housing expenses and determining eligibility.
- o Delivering excellent customer service to meet client and area landlord's needs and educate them about the program.
- o Assisting clients by making appropriate referrals to other external services that might help meet their needs.
- o Calculating housing payments and processing any over/under-payments.
- o Requesting annual background checks and verifications
- o Representing ICS in case appeals, fair hearings, and community meetings.
- o Liaison with the ICS Inspection Department.

Qualifications:

- o Prefer two years at a university, community or technical college, with coursework in business, diversity, or social services.
- o Prefer experience with low-income or otherwise disadvantaged groups of people.
- o Knowledge of Housing and Urban Development (HUD) rules, regulations and programs a plus.

Application will be accepted until the position has been filled. Apply by sending a cover letter and resume to hr@ics-gb.org or to the address below:

ICS - Human Resources
2605 S. Oneida St., Suite 106
Green Bay, WI 54304

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, genetics, national origin, age, disability or veteran status.