

**Job applications are currently being accepted for the following position:**

## **Housing Inspector**

Post Date: September 2020

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### **Job Summary:**

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This full-time (40 hours a week) position is part of a team which provides customer service to community members seeking government subsidized rental assistance in Brown County through the Housing Choice Voucher Program. Specifically this position conducts physical inspections of housing units intended for use in the Housing Voucher Program to ensure the units meet Housing and Urban Development (HUD) program standards.

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#### **Job Duties include:**

- o Scheduling and conducting housing evaluations, inspecting the housing units for compliance with Housing Quality Standards (HQS) as set by HUD and local PHA policy.
- o Completing paperwork related to the inspection evaluations.
- o Delivering excellent customer service to meet client needs and educate them, and area landlords, about the program and their inspection status.
- o Assisting clients by making appropriate referrals to other ICS internal programs, such as Family Self-Sufficiency or Homeownership, or to other services that might help meet their needs.
- o Participate in team meetings.

#### **Qualifications:**

- o Prefer college coursework in a related field and or knowledge in housing rehabilitation or home inspections.
- 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.
- o Bilingual Spanish and/or Hmong helpful.
- o Requires valid Wisconsin Driver's License.

***Applications accepted until the position is filled. Send cover letter and resume to***

***[hr@ics-gb.org](mailto:hr@ics-gb.org) or to the address below:***

Integrated Community Solutions, Inc.

ATTN: 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, or national origin