

Housing Specialist

Are you a dedicated professional, an efficient worker, and looking to make a difference in your community? Housing Specialists manage a caseload of 300+ low-income households receiving rental assistance through the Section 8 Housing Choice Voucher program.

The successful candidate will be detail-oriented and computer proficient. They will work closely with clients for initial, interim, and annual certifications of household income and composition. Housing Specialists prepare client files, act as liaisons to landlords, authorize Housing Assistance Payments, explain program rules, determine program eligibility, and verify that files are in compliance with HUD regulations.

The Housing Specialist role is a superb opportunity for someone interested in working with a diverse group of clients at a fast-paced, mission-oriented housing agency.

Minimum Qualifications:

- Must pass the pre-employment background check.
- A high school diploma and two (2) years of experience with federally assisted housing programs, low-income housing, rental property management, landlord/tenant relations counseling, and mediation skills with low-income families and/or elderly, or equivalent experience in working with federal regulations whereby you have had to determine eligibility and manage client files; or any combination of experience and training that demonstrate possession of the knowledge, skill and abilities as listed, and ability to perform the examples of work.

Preferred Qualifications:

- Public Housing and/or Section 8 Housing Management Training and Certifications
- Bilingual proficiency (Spanish)
- Bachelor's Degree

We offer competitive wages and an excellent fringe benefit package for full-time employment, including Wisconsin Retirement System pension, health, dental, vision, and life insurance, and generous time off.

We would consider either part-time or full-time for the right candidate.

Office hours are 7:30-4:00, M-F

If interested, please send resume to: DMadsen@rcha.org