



Housing Specialist

Job Summary:

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 throughout Wisconsin through the WHEDA Housing Choice Voucher Program. *Candidate should be located in or near Eau Claire, Wisconsin.*

Job Duties include:

- o Learning and applying state 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 landlord's needs and educate them about the program.
- o Calculating housing payments and processing any over/under-payments.
- o Requesting annual background checks and verifications.
- o Conducting unit inspections.
- o Representing ICS in case appeals, fair hearings, and community meetings.
- o Liaison with the ICS Inspection Department.
- o Participating in team meetings.
- o Engagement in company sponsored events (i.e. Ladder of Hope).

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.
- o Bilingual helpful.

Applications will be accepted until the position is filled. Send cover letter and resume to jen@hrstaff.net

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.