

ELIGIBILITY SPECIALIST(s)
EAU CLAIRE COUNTY HOUSING AUTHORITY

The Eau Claire County Housing Authority is looking for two part-time (or one full-time) Eligibility Specialist for their Housing Choice Voucher and Public Housing Programs.

Skills/Qualifications:

Applicant must be proficient in Microsoft Outlook, Excel, and Word. Telephone, typing, administrative writing and documentation skills. Applicant must be able to communicate well verbally and provide good customer service. Attention to detail and ability to follow both verbal and written direction is a must. Must be able to multitask and problem solve in a very busy office setting. Applicant must be a quick learner, able to read and comprehend program rules, regulations, policies and apply them to daily work.

Desired Skills/Qualifications:

Prior job experience determining eligibility for public assistance or housing programs.

Job Duties:

Position provides daily administration of the Housing Authority's Section 8 Housing Choice Voucher and Public Housing Programs under the supervision of the Director.

- includes all aspects of client recruitment, eligibility verification, client certification, landlord-tenant contracting, rental unit management, records and file maintenance, client workshops, and housing quality inspections.
- Serves customers by answering telephone and walk-in client questions.
- Variety of administrative duties including letter writing, obtaining information from a computer, photocopying, faxing, mailing, and filing.
- Forwarding and collecting information by receiving and distributing communications and mailing correspondence.
- Dealing with client concerns and handling problems daily.

Base Wage Range: \$19.86-\$21.70/hour

This is NOT a County position; the Housing Authority is an independent government agency.

If interested, please email your qualifying information to: ECCoHAEmployment@yahoo.com
No phone calls or walk ins please.