

# Lincoln Housing Authority

## JOB NOTICE

**Job Title: Housing Specialist**

**FLSA Status: Full time, Non-Exempt**

**Posting Dates: April 17, 2024 – May 1, 2024**

The Lincoln Housing Authority is seeking an organized, client-focused professional who is adept at managing a high-volume workload for the full-time position of **Housing Specialist**. If you have a passion for helping others thrive by connecting them to safe, affordable, and decent housing, we want to talk with you!

### Essential Job Functions

- Schedules and conducts initial, periodic and annual case reviews to determine client eligibility. Uses proper interviewing and investigating techniques to obtain accurate information and verifications. Accurately calculates housing subsidy and rent amounts.
- Explains policies, procedures and required forms to clients and ensures they understand them.
- Assists clients with the completion of paperwork as necessary.
- Provides information to clients on the availability of community resources and provides information on the procedures for accessing outside agencies according to their needs.
- Issues Section 8 vouchers, and explains programs and procedures in individual and group settings.
- Reviews leases to for compliance with program requirements and tenant and landlord laws.
- Completes eligibility determinations for the Low-Income Housing Tax Credit programs and other housing assistance programs as assigned.

### Required Qualifications

- Bachelor's degree in business administration, human services or a related field is preferred, or an equivalent combination of education and experience.
- Experience in determining eligibility for programs or services or experience is preferred.
- Must be organized, able to work with minimal supervision, able to multi-task, and possess excellent time management skills to manage a high-volume workload.
- Broad knowledge of community resources and previous tax credit experience preferred.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, clients, landlords and the general public within a culturally diverse environment.
- Ability to effectively interview clients to obtain necessary information including obtaining and utilizing interpreters as needed.

### Additional Information

- Starting pay is \$23.15/hour.
- To apply, complete an application for employment no later than May 1, 2024.
- Background checks will be conducted on final candidates.
- LHA offers an excellent benefits package including \$0 employee only coverage health plan, a 9/80 work schedule with every other Friday off (that's 26 3-day weekends per year), 12 paid holidays, annual merit-based raises, and an 8% company contribution to retirement at 6 months.
- Lincoln Housing Authority is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.