



Employment Opportunity

Housing Specialist - Bureau of Housing

\$14.95 hourly salary

Contingent Position – 40 hour weekly

Contingent Employees are hired under an Employment Contract which includes paid time off (PTO), medical insurance coverage and 3% salary contribution for an employee retirement.

Apply By: Friday, April 20, 2018 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Provides case management and service delivery of Housing and Urban Development (HUD) Section 8 Housing Program in accordance with Federal, State and local laws within the goals and objectives of the Department.

ESSENTIAL TASKS include the following; other duties may be assigned

1. Manage a client caseload for subsidized housing programs, following program guidelines and regulations
2. Provide service delivery to include determination of eligibility, certification, annual and interim rectification of applicants and participants
3. Manage calendar, coordinate schedules and meetings, and make appointments
4. Compose, prepare, and process general and confidential correspondence, including e-mail and faxes
5. Establish, organize, and maintain paper and computer records management/file systems
6. Research and compile information to create and prepare reports, procedures, handbooks, packets, labels, forms and other materials
7. Prepare payment vouchers and other required documents
8. Apply knowledge of and respond to questions regarding ordinances, regulations, policies, procedures, and practices as related to office
9. Maintain and provide fiscal record keeping for funds and reconciles internal records with finance reports
10. Perform related duties as to specific assignments
11. Any employee may be identified as Essential Personnel during emergency situations

EDUCATION AND EXPERIENCE

1. High School diploma or general education diploma (GED)
 2. Two years experience in human service field or counseling *
- *A comparable amount of training and experience may be substituted for the minimum qualifications

CERTIFICATES, LICENSES, REGISTRATIONS

1. Certification for Housing Choice Voucher Specialist (or must obtain within six months of employment)

A Carroll County Government job application is required for this position

Apply on-line: ccgovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 04/11/18
(18-91)**

Carroll County is an equal opportunity employer