JOB DESCRIPTION FOR OCCUPANCY COORDINATOR

Primarily responsible to Asset Properties Manager

This position includes a variety of highly skilled tasks in carrying out the responsibilities of an Occupancy Coordinator. This position is responsible for working with public housing residents on annual re-certifications and interim re-certifications. The individual in this position must possess independent judgment and initiative and must know, understand, and follow all applicable laws, regulations, and policies affecting this position.

GENERAL NATURE AND EXAMPLES OF WORK

- Conducts public housing and project based voucher annual and interim re-examinations of resident eligibility, rent, family composition, etc., to determine eligibility for continued occupancy;
- Coordinates with the Tenant Selector on public housing resident transfers and performs the lease signings with these residents as well as for additional individuals added to current public housing leases;
- Monitors and applies HUD income exemptions which require the ability to accurately calculate rent, apply exclusions as per federal regulations (and/or Housing Authority policies) and maintain a timeline for residents who are entitled to the exemption;
- Performs a number of clerical duties on a daily basis including utilizing computer software programs, online systems, filing resident information, copying information provided by the residents, and handling sensitive personal identifier documents;
- Coordinates resident needs with other staff members including, but not limited to, requests for accommodation, tracking community service, and other social services needs of residents;
- Provides accurate reports as required to document activity; and
- Performs other duties as required.

Note: Any one position description may not include all duties listed nor do listed examples of work include all tasks which may be found in a position of this class.

SPECIAL KNOWLEDGE AND SKILLS

This individual must be honest, have the ability to learn the processes and systems of the Housing Authority of Owensboro. He/she must be able to:

- Type, file, follow oral and written instructions, and have strong mathematical skills;
- Exhibit proficiency in basic computer skills to include applicable knowledge in Microsoft Word;
- Must be organized and be able to multitask effectively;
- Establish and maintain effective working relationships with superiors, subordinates, other officials, employees, tenants, and the general public;
- Maintain confidential professional conduct in all work-related matters; and
- Be tactful, courteous and pleasant to tenants, general public, and other employees.

TRAINING AND EXPERIENCE

Graduate from an accredited two-year college or university with major coursework in public or business administration, social services or related field, preferably supplemented with experience in property
management; experience working with the public; good organizational, interpersonal and decision making skills; considerable knowledge of HUD housing regulations; good accounting and/or bookkeeping skills; or any equivalent combination of education and experience to provide the following critical knowledge, abilities, and skills:

Successful candidate also must possess a valid driver's license, be insurable, and pass a post offer drug and criminal screening.

Please submit resume with three references (letters or contact information) or questions to Catherine@owensborohousing.org. No mailed or faxed submissions will be accepted. Resumes will be accepted until the position if filled.