

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: HOUSING SPECIALIST (RECERTIFICATIONS)	
MINIMUM SALARY: \$17.62/Hour	
DEPARTMENT: HOUSING MANAGEMENT	SECTION: HOUSING MANAGEMENT
HOURS OF WORK: 8:00 AM - 4:40 PM (Position is overtime eligible)	BARGAINING UNIT: AFSCME
POSTING DATE: January 25, 2012	APPLICATION DEADLINE: Until position is filled.

SUBMIT APPLICATIONS TO: Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, Ohio 45202

SCOPE: This position is responsible for interviewing, investigating and verifying the incomes and household composition, to determine eligibility of residents in CMHA housing for continued occupancy.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to the following:

- Schedule annual reviews, and take appropriate steps if tenant fails to attend meeting.
- Explain documents to tenants.
- Obtain and verify family composition and employment income.
- Explain rent determination to residents.
- Interview, investigate and verify those factors mentioned above that are necessary to establish the eligibility of residents for continued occupancy.
- Establish retroactive rent charges or credits.
- Process reported changes on the system, including entering data in the CCS and Elite system to the update, family, asset, demographic, income, and note screens.
- Travel throughout Hamilton County to perform other job functions at assigned management offices during work and/or non-work hours. This includes performing the assignments mentioned above at other developments.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent combination of education and/or experience.
- Knowledge of PC-based software applications (Microsoft Word, Excel and Groupwise)
- At least two (2) years of college level courses in Business Math, Social Work, Community Relations or Communication or equivalent experience.
- At least two (2) years experience in social services or related field, which requires contact with the public, or similar work involving evaluation of personal income and other assets.
- Light typing skills and familiarity with the keyboard and calculators.
- Must be proficient in basic business math (addition, subtraction, multiplication, division and calculation of fractions and percentages).
- Excellent customer services skills and the ability to work in a fast paced environment.
- Must enjoy working with numbers and have the ability to frequently memorized data.
- Knowledge of HUD regulations and advanced business math.
- Incumbent must obtain their housing specialist certification within one (1) year of employment

OTHER: The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years.

NOTE: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.

Equal Opportunity Employer/ Equal Housing Opportunities