



## **HOUSING SUPPORT SPECIALIST (FINANCE DEPT)**

### **JOB SUMMARY:**

The Housing Support Specialist is fully accountable for all day to day property operations, securing and overseeing the inventory of leased properties, and fulfilling all HUD funding requirements for the properties managed. A partial list of responsibilities includes:

- Housing Support Specialist is accountable for all operations and funding aspects to the properties managed.
- Housing Support Specialist is responsible for all leasing matters related to the property under management.
- Performs oversight and management of property.
- Performs all Grant Management duties related to funding of the property (i.e. HUD, Changing Homelessness, Transitional Housing, etc.).
- Maintains professional relations with and provides assistance to tenants, grantees, community property managers, other Human Service agencies, staff, etc.
- Creates and maintains a high-performance environment.
- Performs work according to all rules, regulations, policies and guidelines.

All duties and requirements are essential job functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

### **WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

HS diploma or GED with at least four years applicable experience required, bachelor's degree in a business-related area and at least one-year experience preferred. Relevant experience working with as a Certified Apartment Manager (CAM) or Accredited Resident Manager (ARM) or experience working HUD Rapid Rehousing or Permanent Supported Housing programs, or Section 8 Housing Voucher programs recommended. Experience in Microsoft Office (or equivalent) and data entry.

Experience in one or more of the following is a plus: sexual assault, domestic violence programs, bi-lingual.

### **FULL TIME / NON-EXEMPT**

**PAY:** From \$20.00 per hour

**TO APPLY:** Qualified candidates are encouraged to apply by emailing a resume to [employment@hubbardhouse.org](mailto:employment@hubbardhouse.org). Please place the job for which you are applying in the subject line. No phone calls. Hubbard House, Inc. is an Equal Opportunity Employer.