

Liberty County Housing Authority

Position: HCV Case Worker

Supervisor: Executive Director

Work Hours: Part-time

Liberty County Housing Authority, an equal opportunity employer, is accepting applications for the position of HCV Case Worker. Under the direction of the Liberty County Housing Authority Executive Director. The ideal candidate demonstrates punctuality, initiative, resourcefulness, efficient time management skills and reliability. The candidate must be able to understand and carry out oral and written instructions and communicate effectively, both verbally and in writing. The candidate must pass a criminal background check, cannot be on the Liberty County Housing Program, and must keep a drug free/smoke free office.

Essential Job Duties

- Review client applications for rental assistance.
- Maintain accurate records.
- Determine client (HUD) regulations.
- Process interim changes.
- Resolve concerns between tenant, landlord, and the Housing Authority.
- Heavy data gathering and reporting of participant information to HUD.
- Maintain a clean, clutter free office.
- Perform other related duties as assigned.

KNOWLEDGE OF:

- Modern office practices and procedures, business correspondence, proper English usage, spelling, grammar, and punctuation.
- MS Software (Excel, Word, and Outlook).
- Housing program policies and procedures.
- Effective customer service techniques.

SKILLS AND ABILITIES:

- Strong analytical and problem-solving skills.
- Strong oral and written communication.
- Ability to maintain accurate records.
- Ability to prioritize projects, utilizing effective time management skills.
- Ability to perform well under pressure in a fast-paced work environment.
- Ability to establish and maintain cooperative working relationships with staff, representatives of local government, program participants, community-based organizations, and the public.
- Sensitivity to persons from culturally diverse backgrounds, persons with AIDS, and persons that are homeless.

Qualifications

- High school diploma (some college credit preferred)
- At least 3 years' experience working in an office or professional environment.
- Ability to lift files and office supplies weighing 10-20 pounds.
- Sufficient experience to understand the procedures and expectations of an office environment.
- Work experience with low-income/diverse populations.
- Flexibility to perform duties outside of your formal job description.

Pay will be determined by experience, qualifications, and budget. Interested applicants must submit a cover letter of interest and resume; including salary history, and professional references that can attest to leadership and work history to: Liberty County Housing Authority at lcha@co.liberty.tx.us. Resumes will be accepted through December 15, 2023. Please no phone calls! All resumes must be emailed. lcha@co.liberty.tx.us