



HOUSING AUTHORITY OF THE CITY OF TULSA

CAREER OPPORTUNITY

APPLICATIONS / RESUMES MUST BE POSTMARKED BY Until Filled

Interviewer \$13.46 Hourly

DEPARTMENT: Assisted Housing

POSITION SUMMARY:

Determine the initial eligibility of individuals applying for housing. Verify income and interview applicants for rental assistance to determine income and allowable deductions for the calculation of rent. Contact and schedule interview appointments to determine the initial eligibility of applicants selected for program participation. Exercise initiative, integrity, and independent judgment when procedural questions are encountered in making decisions based on procedure and policy. Interview applicants for rental assistance to determine income and allowable deductions for the calculations of rent on all new cases. Verify income, assets, deductions and preference status of applicants selected for program participation according to policy and regulations. Calculate annual income and tenant portion of rent. Coordinate information on applicant cases. Maintain records, forms, and other documents relative to income, preference, deductions and applicant history. Determine eligibility for assistance after gathering and verifying all required information. Perform various other related work as required by the management, e.g. making copies, act as receptionist and performing other related clerical duties as required. Responsible for purging applicant files certified ineligible as needed. Contact potential residents that are on the waiting list when the appropriate housing is available. Set appointments for qualified prospective clients at an appropriate housing unit. Receive phone calls from the general public and answer inquiries concerning eligibility requirements and the procedures that must be followed to be housed in Tulsa Housing Authority units and/or on Section 8 Voucher Program. Maintain records, forms, and other documents relative to applicant selection and compliance with eligibility requirements. Assist applicants that have special needs or circumstances to locate the appropriate social service agency. Refer applicants that are rejected or otherwise disqualified for housing assistance to management as required for final disposition of the case. Makes unit offers to eligible clients. Work with property management staff to coordinate appointments and lease up of all available units when appropriate. Perform other duties as assigned.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and one (1) year related experience and/or training. Related occupations are: Retail customer service, bank teller, residential property management, and voluntary service agency.

ORGANIZATION:

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

MISSION STATEMENT:

The mission of the THA is to be a leading public housing agency that enhances the quality of life in Tulsa by providing desirable housing options; advocating resident involvement, leadership, and self-sufficiency; and promoting resident access to community services through the efforts of a professional, caring and responsive staff and board.

DEPARTMENT BACKGROUND:

The Assisted Housing department is responsible for families receiving rental assistance where they can select housing of their choice, whether it is an apartment, duplex, or house, provided the owner of the unit is willing to accept the family under the Voucher program guidelines. The Voucher program enables families to move from state to state and maintain their rental assistance. The Family Self-Sufficiency program is responsible for assisting families who are currently receiving rental assistance in making the transition from public assistance to becoming economically independent of all government subsidies. The Inspections also covers Public Housing sites.

TO APPLY:

Qualified candidates should submit a resume, cover letter and salary requirements to hr@tulsahousing.org **OR** fax to 918-581-5721. **OR** Apply online at www.tulsahousing.org.

OR

Applications and resumes may also be mailed or hand delivered to:
Tulsa Housing Authority
Attn: Human Resources
415 East Independence
Tulsa, OK 74106

***Criminal background checks and drug testing will be administered.
An Equal Opportunity Employer***

CLOSING DATE: Open Until Filled