

Job Opportunity - Butler Metropolitan Housing Authority

Intake Specialist

JOB SUMMARY:

Responsible for the processing and screening of all applications, determining preliminary eligibility, and maintaining an accurate waiting list.

QUALIFICATIONS:

High school diploma or equivalent with one (1) to two (2) years of clerical and data entry experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and show evidence of personal vehicle insurance with adequate liability protection. Must possess or obtain within one (1) year Public Housing Eligibility Certification.

ESSENTIAL FUNCTIONS OF TILE POSITION:

1. Processes applications log and waiting list records.
2. Generates application update letters and executes application terminations, as required.
3. Maintains files and computer information of active and inactive applications; enters information into computers and classifies applications by Federal preference and bedroom size requirement.
4. Prepares all required reports in a timely manner.
5. Enters applicant-selected Federal preference for housing and all initial application dates.
6. Determines (through screening with appropriate law enforcement agency) applicant suitability for residency.
7. Reviews and checks computer records for monies owed to agency.
8. Coordinates with the Housing Director regarding the approval or denial of any applicant and processes eligibility status notifications accordingly.
9. Screens family member additions to lease and forwards to Occupancy Coordinators.

Benefit package includes: Medical, Dental, Vision and Life insurance coverage, discount YMCA membership; paid vacation, sick and personal time; Ohio Public Employees Retirement System; Ohio Deferred Compensation program; 11 paid holidays per year

Salary range - \$36,435.88- \$40,401.40 annually

Applicants may apply via fax 513.896.9381, email to mveal@butlermetro.org; website www.butlermetro.org; mail or in person to the address listed below.

Butler Metro Housing Authority
Attn: Human Resources Director
4110 Hamilton-Middletown Rd
Hamilton, OH 45011-6218

Minorities and veterans are strongly urged to apply

NO PHONE CALLS WILL BE ACCEPTED
BMHA is Equal Opportunity Employer