

JOB POSTING

Housing Coordinator

Under the Supervision of the Occupancy/Recertification Program Manager, the Housing Coordinator is responsible for the certification of participant income and family composition, as well as, case management and must use good judgment to ensure compliance with federal regulations.

The Housing Coordinator will be responsible for:

- Reading, interpreting, implementing, and enforcing complex rules and regulations in accordance with federal regulations and local policies
- Completing all assigned recertification's, interims, and rent increases on a monthly basis
- Mentoring Housing specialists and Customer service technicians
- Maintaining accurate, properly verified, and orderly filing
- May be required to assist in complex issues, training, auditing, and outreach
- Reporting suspected fraud immediately
- Preparing and submitting reports timely
- Demonstrating behavior that supports company goals and values
- Applying knowledge of fair housing and equal opportunity rules
- Assigning tasks effectively and efficiently
- Monitoring owner and tenant compliance
- Other duties as assigned

Minimum Qualifications

- Associates Degree or equivalent
- Two or more years experience in word processing, database applications, or other computer related experience a plus
- One year experience in social service, customer service, and/or working with disabled and elderly populations
- Must demonstrate thorough quality, quantity, and timeliness of work produced, knowledge of program, and the ability to accurately apply knowledge of the program
- Must be able to multitask effectively
- Must complete and pass HCV training and update courses as provided by IHA+

For consideration, please contact or send your resume to:

Indianapolis Housing Agency
Human Resources Department
1919 N. Meridian Street
Indianapolis, IN 46202
Email: jobs@indyhousing.org
Job Line (317) 261-7232
Fax: (317) 261-7274
EOE