



The Topeka Housing Authority Open Positions

An Equal Employment Opportunity Employer

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THA Employment Opportunities Open to the Public:

(Click the below box to take you to the job description)



The Topeka Housing Authority Open Positions

Link to [Topeka Housing Authority Employment Application](#)

Job Title:	Housing Specialist	Hourly Rate:	\$13.99
Start Date:	January 19, 2016 Hours: 8-5 Monday through Friday Full Time Permanent	Reports To:	VP of Rental Assistance Programs
Department:	Administrative	HR Contact:	Aubrey Coufal
Applications:	Email: acoufal@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application
Job Description:			

I. THA'S VISION

Successfully provide quality, accessible, affordable housing. Success is defined as: putting applicants, tenants, and participants first; market competitiveness; and, financial strength and integrity.

II. TASKS

This staff member will perform the Housing Specialist tasks described below in a combination to be reviewed and agreed on at least annually.

A. Program applications

Provide and, as necessary, help persons complete program applications.

Perform routine eligibility determination tasks and certify eligibility. Calculate rents and payments. Insure that the information provided by applicants is accurate and complete.

B. Applicant interviews and briefings

Schedule sessions and meet with persons individually and in group sessions to provide information these persons need to successfully apply for THA affordable housing programs.

C. Program recertifications

Schedule and complete annual and interim program recertifications. Reconfirm eligibility and recalculate rents and payments as necessary. Insure that the information provided by participants is accurate and complete.

D. Program operations

Process routine paperwork. Maintain necessary records and files. Maintain and use waiting lists. Make referrals to appropriate sources of service and assistance. Insure that the information provided by participants is accurate and complete. Schedule activities for self and other THA staff.

E. Fraud and program violation detection

Detect and report fraud and program violations. Document findings. Assist in resolving fraud and program violation problems.

F. Assist persons who inquire about THA and other programs

Greet and assist persons who come to the office, and respond to persons who call or e-mail. Provide needed information and direct persons to appropriate sources of internal and outside assistance.

G. Other duties as assigned

As assigned, perform other duties that require a level of skill, knowledge, and ability comparable to that required to successfully perform the tasks listed above.

1. Contact and set unit showing appointments

Contact eligible program applicants on the waiting list and schedule appointments for unit showings.

Housing Specialist Position Description

2. Office operations

Make copies, file documents, assemble materials, provide support to the Leasing Agent/Inspector

III. CONTINUOUS IMPROVEMENT

- A. Promote innovation and positive change
- B. Improve THA programs
- C. Improve THA facilities and complexes
- D. Participate in training and capacity building events as assigned

IV. KEY TRAITS

- A. Ability to learn, absorb, process and apply information
- B. Listening and oral communication skills
- C. Sound academic skills---reading, writing, computation
- D. Adaptability, creative thinking and problem solving, openness to change
- E. Self-management, self-esteem, goal orientation
- F. Effective in/with groups; interpersonal, negotiation, and teamwork skills
- G. "Big picture" view of the organization; leadership skills; ability to organize and motivate one's self and others

V. KNOWLEDGE

- A. Applicable HUD and other Program laws, regulations
- B. THA internal policies
- C. Standard office computer hardware and software including Word and Outlook
- D. Standard office telephone etiquette and procedures
- E. Standard customer service etiquette and procedures
- F. Operation of standard office equipment (fax, copier, multiple line telephone)

VI. SKILLS

- A. Use of standard office computer hardware and software
- B. Type 40 words per minute
- C. Interact with and provide assistance to a diverse range of program applicants and participants directly and by telephone and e-mail
- D. Use of standard office equipment
- E. Train and orient other housing program staff as assigned

VII. PHYSICAL REQUIREMENTS

- A. Handle and maintain files and records
- B. Ability to work at a computer for extended periods
- C. Ability to bend, stretch, get in and out of a vehicle

VIII. EDUCATION, SPECIAL LICENSES/CERTIFICATES

- A. Valid Kansas Class C Drivers license
- B. Specialized certification as assigned
- C. High school diploma or equivalent required. Some college or advanced office/clerical training preferred
- D. Acceptable driving record for insurance purposes

IX. EXPERIENCE

- A. Two years of office work experience required
- B. Or, an equivalent combination of training and experience
- C. Some experience with affordable housing programs preferred

X. SUPERVISORY RESPONSIBILITY

None



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Job Title:	Youth & Family Coordinator	Hourly Rate:	\$9.27- \$11.55 Depending on Experience
Start Date:	Immediately Hours: 25 - 40/week (approximately 40 hours during the summer break) Monday through Friday – Part Time Permanent	Reports To:	VP of Leasing/Tenant Services
Department:	Administrative	HR Contact:	Aubrey Coufal
Applications:	Email: acoufal@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application
Job Description:			

I. THA'S VISION

Successfully provide quality, accessible, affordable housing. Success is defined as: putting applicants, tenants, and participants first; market competitiveness; and, financial strength and integrity.

II. TASKS

This staff member will perform the Youth and Family Coordinator tasks described below in a combination to be reviewed and agreed on at least annually.

A. Family Assistance

Assist in the design, initiate and provide leadership for THA programs for adults, children, youth and families. Actively encourage and promote participation in these programs. Assist and encourage providers of programs and services to act in partnership to assist THA adults, youth and families. Provide and support training and assistance for THA adult, youth and families.

B. Youth Guidance

Oversee youth workers and the activities of program participants and report incidents/accidents as appropriate. Insure the safety of youth at all times. Provide discipline and guidance to youth in accordance with Topeka Housing Authorities procedures.

C. Building Responsibilities

Insure that building, equipment and resources are used properly. Report needed building and equipment repairs. Ensure the security of the building and equipment. Work hours as assigned.

D. Other Duties as Assigned

Perform other duties of a similar level of responsibility and complexity as assigned.

III. CONTINUOUS IMPROVEMENT

A. Promote innovation and positive change

B. Improve THA programs and systems

C. Improve THA facilities and complexes

D. Participate in training and capacity building events as assigned

Youth & Family Coordinator Position Description

IV. KEY TRAITS

- A. Ability to learn, absorb, process and apply information
- B. Listening and oral communication skills
- C. Sound academic skills---reading, writing, computation
- D. Adaptability, creative thinking and problem solving, openness to change
- E. Self-management, self-esteem, goal orientation
- F. Effective in/with groups; interpersonal, negotiation, and teamwork skills
- G. “Big picture” view of the organization; leadership skills; ability to organize and motivate one’s self and others

V. KNOWLEDGE

- A. Safety and security methods and techniques
- B. Mediation and problem resolution techniques
- C. Standard procedures for the dealing with liability issues relating to the operation of children and youth programs---confidentiality, reporting suspected abuse, sexual harassment, interaction with parents/guardians, etc.
- D. The design and operation of after-school and summer programs for children
- E. Anti-poverty strategies and programs

VI. SKILLS

- A. Good time management skills and the ability to manage multiple tasks simultaneously
- B. Ability to problem-solve and resolve conflict situations effectively
- C. Ability to interact effectively with THA staff, THA residents, program and service providers, educators, law enforcement officials and other persons who work with THA residents
- D. Ability to follow written and oral directions

VII. PHYSICAL REQUIREMENTS

- A. Work around and with children and youth in everyday program settings as well as in emergency situations
- B. Ability to lift at least 50 pounds.

VIII. EDUCATION, SPECIAL LICENSES/CERTIFICATES

- A. Valid Kansas Class C Drivers license
- B. Specialized certification as assigned
- C. High school diploma or equivalent required
- D. Some college or advanced training preferred
- E. Acceptable driving record for insurance purposes

IX. EXPERIENCE

- A. Two years of working with children and/or youth required
- B. Two years of children/youth related post-secondary academic training preferred
- C. An equivalent combination of training and experience
- D. Experience with affordable housing programs and residents preferred

X. SUPERVISORY RESPONSIBILITY

Provide oversight for the work of temporary, part-time staff, volunteers, and/or interns



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Job Title:	Preventative Service Assistant	Hourly Rate:	\$8.00
Start Date:	January 2016 Hours: Monday through Friday As Needed Part Time Temporary	Reports To:	Contracting Manager
Department:	Administrative	HR Contact:	Aubrey Coufal
Applications:	Email: acoufal@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application
Job Description:			

I. THA'S VISION

Successfully provide quality, accessible, affordable housing. Success is defined as: putting applicants, tenants, and participants first; market competitiveness; and, financial strength and integrity.

II. TASKS

This staff member will perform the Preventative Service Assistant tasks described below in a combination to be reviewed and agreed on at least annually.

A. Treatment Preparation

Tasks including but not limited to preparing units and/or THA properties for treatment including but not limited to: pest control; THA maintenance; and THA residents

B. Other duties as assigned.

III. CONTINUOUS IMPROVEMENT

A. Promote innovation and positive change

B. Improve THA programs and systems

C. Improve THA facilities and complexes

D. Participate in training and capacity building events as assigned

IV. KEY TRAITS

A. Ability to learn, absorb, process and apply information

B. Listening and oral communication skills

C. Sound academic skills---reading, writing, computation

D. Adaptability, creative thinking and problem solving, openness to change

E. Self-management, self-esteem, goal orientation

F. Effective in/with groups; interpersonal, negotiation, and teamwork skills

G. "Big picture" view of the organization; leadership skills; ability to organize and motivate self and others

V. KNOWLEDGE

A. Basic cleaning techniques

B. Basic knowledge of pests and rodents

C. Standard customer service etiquette and procedures

VI. SKILLS

A. Ability to use standard tools and equipment

Preventative Service Assistant Position Description

B. Interact with a diverse range of Public Housing residents

VII. PHYSICAL REQUIREMENTS

- A. Climb stairs
- B. Operate basic tools and equipment
- C. Ability to bend, stretch, get in and out of a vehicle
- D. Ability to lift 50 pounds
- E. Regular exposure to weather conditions

VIII. EDUCATION, SPECIAL LICENSES/CERTIFICATES

- A. Valid Kansas Class C Drivers license
- B. High school diploma or equivalent or demonstrated ability to read and complete work order forms and routine maintenance related paperwork
- C. Acceptable driving record for insurance purposes
- D. Any employee under the age of 18 is not allowed to drive company vehicle
- E. Any employee under the age of 18 is not allowed to operate any power tools
Or equipment.

IX. EXPERIENCE

- A. Custodial experience preferred but not required.

X. SUPERVISORY RESPONSIBILITY

None