



The Topeka Housing Authority Open Positions

An Equal Employment Opportunity Employer

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

THA Employment Opportunities Open to the Public:

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



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Job Title:	Housing Specialist	Hourly Rate:	\$13.99 to \$19.84
Hours:	Full-time, Permanent, Non-Exempt	Reports To:	VP of Rental Assistance Programs
Department:	Section 8	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:

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.

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.
 2. Office operations. Make copies, file documents, assemble materials, provide support to the Leasing Agent/Inspector



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Housing Specialist

Job Description Continued:

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

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

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)

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

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

EDUCATION, SPECIAL LICENSES/CERTIFICATES

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

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

SUPERVISORY RESPONSIBILITY

None



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Job Title:	YOUTH WORKER	Hourly Rate:	\$8.00
Start Date:	May 24 th , 2013 Hours: Approx. 20-25 hours a week Monday through Friday PART TIME TEMPORARY	Reports To:	VP of Leasing and Tenant Services
Department:	Public Housing	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. JOB SUMMARY Support Youth Program Activities			
II. DUTIES AND RESPONSIBILITIES:			
<ul style="list-style-type: none"> A. Support Youth Program education and recreational activities. B. Oversee activities of program participants and report incidents/accidents as appropriate C. Insure the safety of youth at all times D. Provide discipline and guidance to youth in accordance with Topeka Housing Authorities procedures E. Insure that building, equipment and resources are used properly F. Report needed building and equipment repairs G. Work hours as assigned H. Ensure the security of the building and equipment 			
III. EDUCATION, SPECIAL LICENSES/CERTIFICATES			
<ul style="list-style-type: none"> A. Valid Kansas Class C Drivers license B. Specialized certification as assigned C. High school diploma or equivalent required D. Acceptable driving record for insurance purposes 			
IV. EXPERIENCE			
Experience working with youth and low-income families preferred			
V. SKILLS/KNOWLEDGE			
<ul style="list-style-type: none"> A. Excellent interpersonal skills B. Good verbal communication skills C. Good time management skills D. Ability to work with diverse population E. Good conflict resolution skills F. Able to work with small children and behavior challenged children G. Safety and security methods and techniques H. Ability to problem-solve and resolve conflict situations effectively I. Mediation and problem resolution techniques J. 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. K. Standard customer service etiquette and procedures L. Ability to interact effectively with THA residents, program and service providers, educators, law enforcement officials and other persons who work with THA residents M. Ability to establish a good working relationship with THA staff N. Ability to follow simple and complex directions O. Ability to manage multiple tasks simultaneously P. Ability to follow written and oral directions 			

Youth Worker Job Description Continued:

VI. 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.