



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

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Job Title:	HOUSING SPECIALIST - S8	Hourly Rate:	\$14.00 minimum
Start Date:	Immediately Hours: 40/ week 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.

Housing Specialist S8 Position Description

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
(Note: work experience can be substituted for education on a year for year basis.)
- 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:	HOUSING SPECIALIST - PH	Hourly Rate:	\$14.00 minimum
Start Date:	Immediately Hours: 40/ week Monday through Friday Full Time Permanent	Reports To:	VP of Leasing & Resident 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 Housing Specialist tasks described below in a combination to be reviewed and agreed on at least annually.

A. Program Operations

Maintain necessary records and files. Make referrals to appropriate sources of service and assistance. Schedule activities for self. Assist in interviewing new applicants seeking Public Housing.

B. Resident Organizations

Provide support for resident organization projects and activities. Help strengthen THA resident organizations.

C. Resident Initiatives

Provide support for THA resident activities and initiatives as assigned.

D. Assist persons who inquire about THA programs and initiatives

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.

E. Lease Enforcement/Criminal Activity

Investigate and document lease compliance problems relating to criminal activity. Whenever possible, resolve lease enforcement problems before they become a matter of formal lease enforcement efforts. Participate in the One-Strike Committee. Provide input for lease violations. Provide input and testimony for legal and administrative proceedings. Enforce lease violation remedies.

F. Lease Enforcement/Other than Criminal Activity

Investigate and document lease compliance problems relating to rules violations, health and safety issues, bar and ban violations, boarders and lodgers, and related matters. Whenever possible, resolve lease enforcement problems before they become a matter of formal lease enforcement efforts. Provide input for lease violation decisions. Provide input and testimony for legal and administrative proceedings. Enforce lease violation remedies.

G. Other duties as assigned

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

Housing Specialist PH Position Description

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
- H. Attendance & Punctuality

V. KNOWLEDGE

- A. Public Housing, Section 8 Program laws, regulations, and internal policies
- B. Other program laws, regulations, and internal policies as assigned
- C. Tenant/landlord rights and responsibilities
- D. Standard office computer software programs

VI. SKILLS

- A. Apply/direct the application of Program laws, regulations, policies
- B. Effective customer service for a diverse population
- C. Use specialized software programs
- D. Successfully interact with elected and appointed officials, landlords and human/social service agency staff
- E. Train and motivate subordinates

VII. PHYSICAL REQUIREMENTS

- A. Bend, reach for, and handle the contents of file folders
- B. Attend, prepare facilities, and participate in meetings
- C. Use a computer/computer key board for extended periods

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

(Note: work experience can be substituted for education on a year for year basis.)

IX. EXPERIENCE

- A. Two years of housing/human service program experience

X. SUPERVISORY RESPONSIBILITY

None