



Job Description

Housing Management Specialist I

AGENCY: INTERIM, Inc. is a private non-profit agency which provides residential treatment, vocational/education, affordable housing and social rehabilitation programs for adults with psychiatric disabilities.

SALARY & BENEFITS: \$16.49-\$21.47/hr (7 steps); medical/dental/vision insurance; paid sick and vacation leave, 403(b) Savings Plan.

HOURS: Full-time, 40 hours/week; non-exempt

QUALIFICATIONS: B.A. in related field preferred, high school diploma or GED required. Intermediate/advanced experience with Microsoft Word, Microsoft Excel, and Outlook required. Must be willing to learn housing management policies and procedures, as well as State and Federal Housing regulations. Must be detail oriented, conscientious, flexible, and have good interpersonal skills along with the ability to work cohesively with a team.

JOB DESCRIPTION: This position reports to the Housing Specialist II and under the direction of the Housing Management Specialist II, assists with the following:

1. General administration, filing, communications.
2. Acceptance of housing applications.
3. Insurance of applicant eligibility by verifying applicant's income, assets.
4. Maintenance of project waiting list, notification to applicants of acceptance or rejection.
5. Produces and conducts Tenant lease orientations and unit inspections.
6. Establishment and maintenance of tenant housing files.
7. Re-certifies tenant income eligibility annually, or as required.
8. Preparation of monthly rent reports for dissemination to the Program Director.
9. Assurance and oversight that HUD directives are implemented, including current income limits and rent schedules.
10. Assistance with preparation of annual and other project related reports for HUD and other funding sources related to occupancy.
11. Work order tracking and completion notification.
12. Oversight of vehicle registration, maintenance and insurance renewals.
13. Acceptance of automobile accident injury reporting and insurance processing.
14. Other duties as assigned.

PHYSICAL/SENSORY REQUIREMENTS: Ability to operate a motor vehicle. Ability to see well enough to read data on a computer screen, documents being word-processed, etc.; ability to hear normal conversations and answer phones; ability to communicate with staff, residents and agency visitors orally and in writing; hand, finger and body coordination sufficient to use computer and other office machines, file, and write legibly. Capable of the following extended activities: standing, sitting. Capable of the following intermittent activities: lifting up to 25 pounds and bending, in the performance of infrequently performed office duties.

REQUIREMENTS: Good oral and written English communication skills; criminal record clearance; valid California driver's license; own car, clean driving record and auto liability insurance required.

Interim, Inc. is an equal opportunity employer.

Interim Inc. is guided by the precept that in no aspect of its programs, services or employment practices shall discrimination be permitted because of race, color, national origin, gender, age, creed, religion, physical or mental disability, marital status, medical condition, veteran status, pregnancy, childbirth, or related medical condition, citizen status, veteran status, sexual orientation, gender identity, or other characteristic protected by state or federal law. To comply with the Americans with Disabilities Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability, unless hardship, direct threat to health or safety, or other job-related consideration exists. Individual who feel that they have been unlawfully discriminated against because of membership in one of the protected classes should contact the following: Director of Human Resources, Interim, Inc., PO Box 3222, Monterey, CA 93942. (831) 649-4522.