

**Title:** Occupancy Specialist  
**Department:** Housing Management  
**Supervisor:** Housing Management Supervisor  
**FLSA:** Non-Exempt

As a recipient of federal funding, the organization is committed to maintaining a **drug-free workplace**. All candidates and employees are subject to pre-employment, for-cause, and random drug screening.

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## Position Summary

The Housing Program Assistant supports the administration of low-income housing programs by assisting with the application, leasing, and compliance processes. This role is responsible for working directly with applicants and residents, ensuring adherence to HUD, PBRA, and Tax Credit regulations, and maintaining accurate and compliant documentation.

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## Key Responsibilities

- Assist in implementing application and rental processes for low-income housing programs
  - Conduct outreach efforts and distribute public notices for housing opportunities
  - Receive, interview, and process housing applications
  - Verify applicant information, including income, rental history, and background checks
  - Maintain and monitor waiting lists in compliance with federal guidelines
  - Determine and communicate applicant eligibility status
  - Provide orientations for new residents, including lease explanations and program guidelines
  - Lease units, calculate rent, and conduct move-in inspections
  - Maintain accurate applicant and resident files in compliance with HUD and Tax Credit standards
  - Process requests for household changes (e.g., adding occupants or pets)
  - Conduct annual recertifications and interim rent adjustments
  - Prepare reports, rent rolls, board reports, and audit documentation
  - Submit required documentation to HUD for rental assistance
  - Respond to inquiries, manage correspondence, and perform general clerical duties
  - Participate in staff meetings and training sessions
  - Perform additional duties as assigned
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## **Qualifications**

- High school diploma or GED required
  - At least one year of general clerical experience or equivalent combination of education and experience
  - Knowledge of office procedures, business English, and basic math
  - Familiarity with HUD, Public Housing, PBRA, Tax Credit, or Section 8 programs preferred
  - Strong verbal and written communication skills
  - Ability to work effectively with individuals from diverse backgrounds
  - Proficiency with computers and standard office equipment
  - Valid Ohio driver's license and eligibility for fleet auto insurance coverage
  - Must be bondable
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## **Work Environment & Physical Requirements**

- Primarily sedentary office work with occasional physical activity (e.g., inspections, filing, lifting office materials)
  - May involve kneeling, crouching, and extended computer use
  - Standard office environment with normal conditions
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## **Supervision**

- Works independently on routine assignments with minimal supervision
- Reports to the Housing Management Supervisor
- No supervisory responsibilities