



JOB POSTING

Housing Programs Assistant

The Housing Authority of the City of Bloomington seeks applicants for a part-time position of **Housing Programs Assistant**. This position will provide administrative support for the Public Housing and Housing Choice Voucher (HCV) programs. Tasks include, but are not limited to, completing interim rent changes, assembling annual and interim documentation packages, assisting with housing applications, helping verify income discrepancies, assisting in the collection of repayment agreements, filing, reviewing of confidential records for compliance according to agency standards, as well as local, state, and federal laws and regulations.

Requirements for the Housing Program Assistant include skills in Microsoft Office software (specifically Excel), detail-oriented, basic math skills, data entry, and excellent customer service skills. Chosen candidate will be required to take a rent calculation training and receive a passing grade on the rent calculation test.

Six hours daily can be scheduled between 7:00 a.m. to 3:30 p.m. with a half hour lunch period Monday through Friday. Work will be conducted at the main Housing Authority office at 104 E. Wood Street. The starting pay rate will be \$14.00 to \$16.00 per hour. Benefits include paid vacation and sick time accumulated at four (4) hours each month and paid holidays at 4 hours per holiday. Pre-employment drug screening and a background check is required for this position. Candidates also must have a valid Illinois driver's license.

Qualified candidates interested in the position should provide a cover letter and resume to Kristine Glover, Director of Finance and Administration. This can be e-mailed to kristineg@bloomingtonha.com or dropped off at 104 E. Wood Street, Bloomington, between 8:00 a.m. and 4:30 p.m., Monday through Friday. The Housing Authority of the City of Bloomington is an equal opportunity employer (EOE).