



We know the way home.

Housing Specialist – Job Announcement

Do you want to work for an amazing company that takes care of their employee's and is family friendly?! We are a small office with dynamic people who love the work they do for some of the most vulnerable members of our community. We are passionate about our mission *Fostering Dignity Through Housing*, we like to have fun, and we all work as a team. We offer a great work environment and a comprehensive compensation and benefits package. Our office is conveniently located in Downtown Redmond, with employee reserved parking. If this sounds like a place you would like to work at and start your next career, then please apply.

Compensation:

\$16-\$18 an hr based on experience (plus opportunities for annual bonuses)

What we offer:

Full benefits-medical, dental, vision, life insurance, emergency medical transport, long-term disability, and long-term care, as well as Flex Spending Accounts for health and child care
Paid holidays and generous Paid Time Off (PTO) policy
PERS retirement plan thru the State of Oregon

Here is what we are looking for:

A dynamic self-starter; task and detail oriented individual who likes to provide excellent customer service to a diverse group of people ranging from professionals to the general public. Excellent written and oral communication skills, good attention to detail and willingness to go the "extra mile" for clients. We will train you for the Housing Choice Voucher (HCV) program within the guidelines of the Housing and Urban Development (HUD) regulations and Housing Works policies, as well as Federal, State and local regulations and policies. Must be able to maintain a high level of confidential at all times.

Here is what you will be doing within your careered position:

Determine initial and continued eligibility for those who need and want to be on our programs. Maintaining accurate case files; interact with landlords and tenants in a highly structured government program by providing amazing customer service in a professional manner. Help facilitate access to more affordable housing for some of the community's most vulnerable.

What are the minimum qualifications?

- Must have excellent customer service experience.
- Valid Oregon Driver's license and clean driving record.
- Associates Degree preferred in areas of social services or equivalent minimum 2 years' experience in social services or non-profit work.
- Sufficient computer knowledge in Microsoft Office programs and skills to work with other computer programs and internet applications.
- Bilingual preferred

Where can I find out more about the position?

Go to <https://housing-works.org/about/newsroom/employment/>

Select the posting "Housing Specialist". Specifications for the positions will be posted in its entirety.

How can I apply? Options:

Email or fax a resume and cover letter to Lesly Gonzalez, HCV Director.

We are located at: 405 SW 6th Street, Redmond, OR 97756

Fax: 541-923-6441

Email: lgonzalez@housing-works.org

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