



*HUD Certified Housing Counseling Agency*

## **PUBLIC HOUSING COUNSELOR I**

The Ocala Housing Authority is seeking a qualified person to join its team as a **Public Housing Counselor I**. The position will be responsible for all functions pertaining to the determination of families' eligibility and continued participation in the Public Housing Program. Counselor is also responsible for intake, interim adjustments, annual reexaminations, and executing legal documents, recordkeeping, preparing reports, and data entry. This position may require on-site community visits, filing evictions, home visits, unit inspections, and posting notices. Counselors should have knowledge and application of the Florida Landlord and Tenant Act and will perform other clerical duties for the department.

**MINIMUM QUALIFICATIONS:** High school diploma/GED; and two years of college in social work, counseling, business, or finance; OR equivalent work experience (2 years) in Subsidized Housing, Housing Management and/or Case Management; and three (3) years customer service or social work experience and a VALID FLORIDA DRIVER'S LICENSE. **MUST** be motivated, organized, personable, can multi-task, dependable, have the ability to establish effective working relationships with clients, other staff and the general public, display professionalism, and type 35 wpm. Candidate must be proficient with WORD, EXCEL, and Publisher, and can navigate on the internet efficiently. The successful candidate should possess high integrity, exemplary work ethics, confidentiality, and good written and oral communication skills. Bi-Lingual (Spanish) is **HIGHLY** preferred.

If you meet these qualifications, please mail: **cover letter, resume', application, and three (3) verifiable work references,** to the attention of: Ms. Glenda Roberts, HR Director, Ocala Housing Authority Administrative Office, 1629 NW 4<sup>th</sup> St, Ocala, FL 34475. You may also fax or email to 352-369-2643 or [GRoberts@OcalaHousing.org](mailto:GRoberts@OcalaHousing.org). Applications and job description are available on the **OHA's website at [www.OcalaHousing.org](http://www.OcalaHousing.org)**. **Salary: \$14.50 per hour, plus EXCELLENT BENEFITS.** Successful candidate must pass a criminal background check. Position is open until filled.



*Drug-Free Workplace*



***COME GROW WITH US!!***

POSTED IN-HOUSE 7/27/2022



## **JOB DESCRIPTION**

### ***Public Housing Counselor I***

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#### **Nature of Work**

The position will be responsible for all functions pertaining to the determination of families' eligibility and continued participation in the Public Housing Program. Evaluating families' income in accordance with federal regulations for families' Initial Certification, Interim Adjustments, and Annual Exams, executing legal documents and data entry.

#### **Classification Standards**

The single position to this class reports to the Property Manager.

#### **Essential Job Functions**

- Verifying family's household income
- Preparing legal documents
- Preparing reports
- Data entry
- Maintain relationships with clients, staff and the general public
- Record keeping
- Good written and oral communication
- Referring families to other social agencies
- Knowledge and application of Federal Regulations as it applies to job functions
- Knowledge and application of the Florida Landlord and Tenant Act as it applies to job functions
- Performs other related duties as assigned

#### **Minimum Qualifications**

High school diploma/GED; and two years of college in social work, counseling, business or finance; OR equivalent work experience (2 years) in Subsidized Housing, Housing Management and/or Case Management; and three (3) years customer service or social work experience. Must be motivated, organized and possess good written and oral communication skills, personable, can multitask, dependable, have the ability to establish effective working relationships with clients, other staff and the general public, display professionalism, possess high integrity, exemplary work ethics, confidentiality and type 35 wpm.

"This opportunity is covered under Section 3 of the HUD Act of 1968"

**JOB DESCRIPTION**  
***Public Housing Counselor I, Continued***

**Licenses/Certificates**

Valid Florida Driver's License required.

Certified Occupancy Specialist will be required within one year of employment.

**Job Requirements**

- Knowledge of Federal Regulations and general state law as it pertains to Public Housing
- Case management experience in subsidized or related housing
- Proficient with Word, Excel, Publisher and the ability to navigate on the internet efficiently
- Ability to mathematically calculate family's income
- Ability to effectively communicate, both orally and in writing
- Ability to maintain security and confidentiality
- Ability to establish and maintain working relationships participants, staff, contractors and the general public as it pertains to families' participation in Public Housing Program
- Good organizational skills
- Ability to adequately perform multiple tasks simultaneously

Staff is responsible for reporting any perceived and/or real conflict of interest to their immediate supervisor in writing by completing the OHA Conflict of Interest Disclosure Form. Upon completion and submittal, the immediate supervisor will then report to Executive Management Staff. The Chief Executive Officer will determine if the employee will be allowed to continue processing the client's file, or if it will be assigned to another employee.

Employee Signature: \_\_\_\_\_ / Date \_\_\_\_\_

Human Resources Department: \_\_\_\_\_ / Date \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ / Date \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Chief Executive Officer Signature / Date \_\_\_\_\_

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**JOB DESCRIPTION**  
***Public Housing Counselor I, Continued***

This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.



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