

Public Housing Specialist

The Jackson Housing Commission is seeking a qualified candidate for the position of **Public Housing Specialist**. The Commission manages 540 units of Public Housing and 475 Housing Choice Vouchers. The **Housing Specialist** is responsible for determining the initial and on-going eligibility for participation in the Public Housing/PVB Housing in accordance with the federal, state, local, and the Jackson Housing Commission (JHC) requirements.

An Associates or Bachelor's degree in the Social Services is preferred from an accredited educational institution and a minimum of one year of housing experience or leasing experience. Minimum of High School equivalent or GED. Must complete Public Housing Specialist or RAD PVB Certification within 6 months – 1 year of employment. Must also possess basic computer skills, a valid Michigan Driver's License and have reliable transportation.

Hourly wage of \$18.00/hour with a desirable benefits package consisting of medical, dental, vision, EAP, vacation/sick time accrual, sixteen paid holidays, STD/LTD, pension and life insurance. Work schedule: Monday-Friday 7:30am – 4:00pm.

JHC complies with Section 3 of the Housing and Urban Development Act of 1968. Therefore, to the greatest extent feasible, at least thirty-percent (30%) of the aggregate annual number of its internal new hires will be residents and other Section 3 eligible persons. A Section 3 resident seeking preference in employment must fulfill the requirements/qualifications of the sought position and must provide evidence of their Section 3 status (e.g., receipt of public assistance, address of residency, etc.).

The final candidate must pass pre-employment background checks and a drug test. Position open until filled. Options for resume submission: e-mail jobs@jacksonhousing-mi.org, fax (517) 990-0181 or mail:

Jackson Housing Commission
Attn: Maintenance Worker Position
301 Steward Avenue
Jackson, MI 49201

Equal Opportunity Employer

No phone calls please