



## JOIN OUR TEAM AND MAKE A DIFFERENCE!

*"Action Inc is a non-profit organization dedicated to developing pathways out of poverty in Southwest Montana through innovative, community-based, collaborative approaches."*

### COMPETITIVE COMPENSATION AND BENEFITS!

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#### **Housing Specialist**

Employment/FLSA Status: Full-Time/Non-Exempt

Wage: DOE

**Position Description:** We are currently seeking an energetic person to join our team and perform the duties of the Housing Specialist. Through a respectful, constructive, and energetic style guided by the objectives of the organization, the position plays an integral role in the administration of Community Action programs. The successful candidate plays a lead role in managing the Housing Choice Voucher program and plays a supportive role in determining eligibility for energy and housing assistance programs.

#### **Duties and Responsibilities:**

- **Eligibility Determination:** Schedules appointments and interviews applicants for the agency's Housing Choice Voucher program and determines eligibility by gathering required documentation, completing necessary paperwork and making a sound determination based on analysis of information provided. Will also provide back-up and support for LIEAP and Energy Share. May schedule appointments for Rapid Re-housing and emergency assistance programs. Schedules and conducts HQS housing inspections and provides paperwork and necessary documentation for inspections. Submits proper information to appropriate state or federal departments or private entities as required.
- **Record Keeping:** Maintains up-to-date, complete client files, checks for accuracy in eligibility determinations, benefit payments and all required documentation. Enters data into the Central Data Base System and other data bases as required by grant programs in a timely and accurate manner.
- **Customer Service:** Works in a positive manner with applicants without judgement, making them feel welcome and accepted throughout the application process. Works to ensure applications are processed as efficiently as possible to ensure services begin at the soonest possible time. Communicates with applicants, landlords and funders clearly and pleasantly and maintains a high level of professional decorum at all times.

**Qualifications:** The knowledge, skills, and abilities for this position are typically acquired through a combination of education and experience. Must have the ability to learn and implement, with accuracy, federal program rules. Must be able to learn and successfully utilize software associated with program implementation. Positive attitude, high energy and mission driven qualities are required. Must possess effective interpersonal communication skills and demonstrate mature judgement. Must possess ability to work with staff, clients, landlords and other agencies in a consistently courteous manner, communicate effectively both orally and in writing, and be familiar with Microsoft Office Products and Windows.

**Required Certificates, Licenses, Registrations:** Must either be certified to implement a HUD related occupancy program or have the willingness and ability to become certified. Must be bondable and insurable. Must possess a valid Driver's License and carry valid motor vehicle insurance. Must have access to a reliable motor vehicle.

**Action Inc. offers a competitive benefit package, which in addition to compensation, includes: paid vacation, sick and personal leave; paid holidays; medical, vision, dental, life insurance and retirement benefits through the Montana Public Employees Retirement System (PERS).**

**How to Apply:** Apply on our website at <http://butteassistanceprograms.org/careers/> You may also pick up an application at Action Inc., 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to the Butte Job Service, or Action Inc. – HRC District XII. You may also email application materials to [jpaul@hrc12.org](mailto:jpaul@hrc12.org)

**This position will be open until filled.**

*Action Inc. is an Equal Opportunity Employer  
Women, minorities, veterans, and individuals with disabilities are encouraged to apply.*