

# Career Opportunity



## Housing Coordinator

*Salary*  
\$16.82/Hour

*Department*  
Rental Assistance

*Reports to*  
VP, Rental Assistance

*Closes*  
Until filled

### Position summary

Prepare, execute, monitor and administer leases for participants in various assisted housing programs. Define the participants rent portion and perform the annual recertification of the participants.

Duties will be performed:

- Conduct briefing sessions for program participants providing detailed information regarding program regulations and THA policies and procedures.
- Execute and manage housing leases for persons participating in Voucher, Moderate Rehabilitation or other assisted housing programs.
- Ensure clients for housing assistance programs receive rental assistance within established HUD and THA rules, regulations and procedures.
- Calculate rent portions to determine the amount of housing assistance provided to participants.
- Process rent/utility ledgers, and prepare lease packets for submission.
- Refer participants that need assistance with initial deposits to the appropriate social service agency.
- Receive, investigate and resolve resident and property owner complaints concerning housing conditions and lease violations

and thereby ensure the integrity of the program.

- Conduct annual and special recertification interviews.
- Verify any changes in income, family composition and other related information required for rent proportion computations.
- Review occupancy requirements and program policies and procedures.
- Keep various logs updated and submitted weekly: RFTA tracking, Outstanding report, Vacancy logs, Suppressed Listing and expired/extended listing.
- Review participant files where misrepresentation of the facts requires computation of assistance overpayment to THA.
- Testify at formal or informal hearings on this issue.
- Ensure the records for each case is handled and properly documented to meet HUD and THA regulations and policies.
- Enforce policy and regulations and send appropriate correspondence to terminate, inform, or collect additional information.
- Request inspections and coordinate with Housing Quality Inspectors to ensure units are in compliance with HUD Housing Quality Standards and participants are in compliance with lease agreement.
- Conduct home visits on a periodic basis for family certification purposes.
- Perform other duties as required.

### Minimum requirements

- Associate's Degree or 6 months employment in the housing field or directly related experience.
- Possess valid Oklahoma driver's license

### To apply

Qualified candidates should submit a resume, cover letter and salary requirements to [hr@tulsahousing.org](mailto:hr@tulsahousing.org) or fax to **918-581-5721**. You may also apply online at [tulsahousing.org](http://tulsahousing.org).

*Applications and resumes may be mailed to:*  
Tulsa Housing Authority  
Attn: Human Resources  
415 E. Independence  
Tulsa, OK 74106

### About Tulsa Housing Authority

The Housing Authority of the City of Tulsa (THA) is a federally funded public agency responsible for administering public housing and Section 8 rental assistance programs for eligible low-income families living in the Tulsa city limits. THA is governed by a five-member Board of Commissioners appointed by the Mayor.

### Mission statement

To be a leading Public Housing Agency that enhances the quality of life in Tulsa through the efforts of a professional, caring and responsive staff and Board.

*THA is an equal opportunity/affirmative action employer. We perform criminal background checks and drug testing. Men, women and THA residents are encouraged to apply.*