

Career Opportunity



Interviewer

Salary

\$14.77 Hour

Department

Rental Assistance

Reports to

Rental Assistance Supervisor

Closes

Until Filled

Position summary

Perform all accounting functions necessary to efficiently provide payment of financial obligations incurred in administering the Assisted Housing (Section 8) and Public Housing (Low-rent) Programs through the Tulsa Housing Authority and all related THA entities.

Summary of Duties:

Contact and schedule interview appointments to determine the initial eligibility of applicants selected for program participation. Exercise initiative, integrity, and independent judgment when procedural questions are encountered in making decisions based on procedure and policy.

Interview applicants for rental assistance to determine income and allowable deductions for the calculations of rent on all new cases.

Verify income, assets, deductions and preference status of applicants selected for program participation according to policy and regulations. Calculate annual income and tenant portion of rent

Coordinate information on applicant cases. Maintain records, forms, and other documents relative to income, preference, deductions and applicant history. Determine eligibility for assistance after gathering and verifying all required information.

Perform various other related work as required by the management, e.g. making copies, act as receptionist and performing other related clerical duties as required.

Responsible for purging applicant files certified ineligible as needed.

Contact potential residents that are on the waiting list when the appropriate housing is available. Set appointments for qualified prospective clients at an appropriate housing unit.

Receive phone calls from the general public and answer inquiries concerning eligibility requirements and the procedures that must be followed to be housed in Tulsa Housing Authority units and/or on Section 8 Voucher Program.

Maintain records, forms, and other documents relative to applicant selection and compliance with eligibility requirements.

Assist applicants that have special needs or circumstances to locate the appropriate social service agency.

Refer applicants that are rejected or otherwise disqualified for housing assistance to management as required for final disposition of the case.

Makes unit offers to eligible clients.

Work with property management staff to coordinate appointments and lease up of all available units when appropriate. Perform other duties as assigned.

Minimum requirements

High school diploma or general education degree (GED) and one (1) year related experience and/or training. Related occupations are: Retail customer service, bank teller, residential property management, and voluntary service agency.

To apply

Qualified candidates should submit a resume to hr@tulsahousing.org

You may apply online at www.tulsahousing.org

Internal applicants need to submit an internal application to HR.

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.

EOE

We perform criminal background checks and drug testing