

# River Rouge Housing Commission

River Rouge, MI 48218

PUBLIC HOUSING  
180 Visger Rd.  
Office (313) 382-1414  
Fax (313) 382-0228

HOUSING CHOICE VOUCHER  
180 Visger Rd  
Office (313) 382-1276  
Fax (313) 382-1384

## JOB POSTING

|                  |   |
|------------------|---|
| Title:           | Eligibility Specialist                                  |
| Reports To:      | Executive Director (or designee)                        |
| Employment Type: | Regular, Full-Time; Initial 120 Day Probationary Period |

### SUMMARY OF POSITION

The purpose of this position is to provide operational, administrative, compliance and technical support to the River Rouge Housing Commission's programs.

### DUTIES AND RESPONSIBILITIES

- Wait list administration and management in accordance with applicable HUD, MSHDA and RRHC guidelines for the Public Housing, Housing Choice Voucher and Low Income Housing Tax Credit programs;
- Conduct periodic waiting list update/purge;
- Accept applications from the public for both programs;
- Place applicants on the applicable and appropriate waiting list;
- Update applicants' information as required and requested;
- Conduct eligibility screenings for both programs to determine eligibility and suitability in accordance to HUD regulations and RRHC's policies;
- Ensure participants' files are maintained in the approved file protocol;
- Maintain communication with all departments to determine need of programs;
- Perform other related duties as assigned.

### QUALIFICATIONS

- A minimum of high school diploma or GED;
- A minimum of (1) year of full-time housing management experience with an emphasis in any HUD affordable housing programs;
- Excellent communication and interpersonal skills to ensure the ability to communicate with and relate to persons of diverse backgrounds
- Ability to read, write, interpret and explain documents of a technical nature

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- Valid driver's license;
- Able to stand for extended periods of time; and
- Able to work in an office setting, inside occupied/vacant units and outside in all types of weather conditions.

## **SUBMISSION**

Please submit resume detailing experience and education and salary requirements to [gneal@riverrougehousing.com](mailto:gneal@riverrougehousing.com). Position will remain open until a qualified candidate is selected.