



# HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503  
PHONE: (707) 443-4583 FAX: (707) 443-4762 TTY: (800) 651-5111

## APPLICATION FOR EMPLOYMENT

### POSITION

Housing Programs Specialist I, II and III

Application Closing Date: Open until filled

The City of Eureka Housing Authority and the County of Humboldt Housing Authority are seeking an individual to fill the Housing Programs Specialist position in the Tenant Department. This is a full-time, year-round position and enjoys all of the salary and benefits of a full-time employee as described in the Housing Authorities Personnel Policy.

Applicants are required to return a letter of interest and resume along with the standard application included in the packet. Please return the completed packet to Heather Humphreys at the Housing Authority office, 735 W. Everding Street, Eureka, California. You may also email a completed packet to [heatherh@eurekahumboldtha.org](mailto:heatherh@eurekahumboldtha.org) with a subject line of Housing Specialist I, II, and III.

The position will remain open until filled. Interviews will be scheduled as soon as possible. A hiring decision will be made after completion of the interviews. At the time of the job offer, the position is available contingent on a successful background check and a work fitness exam.



The Housing Authorities are Equal Housing Opportunity Organizations



**City of Eureka Housing Authority  
County of Humboldt Housing Authority  
Job Summary**

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.*

Job Title: Housing Programs Specialist I, II and III

Date: January 2024

Under the direction of: Housing Programs Supervisor

Grade: TBD, \$3,800 - \$5,370/month (DOE) + benefits

FLSA Status: Non-Exempt

Application Closing Date: Open until filled.

**SUMMARY**

Under general supervision, performs duties in either Public Housing, intake or Housing Choice Voucher (Section 8).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**INTAKE DUTIES**

Interviews program applicants and explains programs and eligibility criteria.

Interviews program applicants.

Takes applications from parties interested in Housing Authority Programs.

Establishes eligibility based on verification of income and other factors and makes initial eligibility determinations.

Informs applicants of eligibility status.

Refers families to social service agencies for needed services.

Maintains computerized waiting lists in compliance with HUD regulations and guidelines.

**PUBLIC, FAMILY and SENIOR HOUSING DUTIES**

Performs eligibility screening, placement, and ongoing case management for all public housing clients in PHA owned units.

May make home visits to PHA tenants

Coordinates placement of tenants into vacant units with maintenance and accounting departments.

Explains tenant and landlord rights and responsibilities and program rules regulations and penalties.

Makes referrals to community agencies and resources.

Establishes and maintains program records and files.

Maintains a computerized system for units under management.

Determines priority of need of vacant units.

Performs lease up functions.

Annually verifies family eligibility.

Determines interim changes in rent.

Assists in request to move from one unit to another.

Assists in investigations of program abuse.

Prepares HUD and other reports.

Creates tenant notices and/or refers problems to Community Liaison for follow-up.

**HOUSING CHOICE VOUCHER DUTIES**

Establishes initial placement and on-going case management for Housing Choice Voucher participants.

Briefs families to explain program rules and regulations.

Issues vouchers for eligible applicants.

Prepares lease contracts and other documents related to the Housing Assistance Program.

Prepares monthly, quarterly and annual reports.

Maintains computerized records and files.

Determines rent amounts.

Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

**Knowledge of:**

Principles and practices of the Housing Authority.

Office procedures including data entry, filing and copying.

Intake interviewing.

Housing Choice Voucher (Section 8) & Public Housing.

**Ability to:**

Communicate effectively verbally and in writing.

Operate a PC and related software.

Maintain effective working relationships with other people.

Explain public housing programs.

Conduct intake interviews.

Operate complex office equipment.

Make onsite inspections.

**EDUCATION and/or EXPERIENCE** Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

High School Diploma. AA preferred. One year of experience in public contact.

Valid CA driver's license. CPR and First Aid Certificate.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Housing Authority follows Covid-19 safety guidelines. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

Housing Authorities of the City of Eureka and County of Humboldt  
735 W. Everding Street  
Eureka, CA 95503  
(707) 443-4583

Application for Employment

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classes. Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. Additionally, you may attach a résumé, but all questions must still be answered.*

POSITION APPLYING FOR \_\_\_\_\_

DIRECTIONS FOR COMPLETING THIS APPLICATION:

1. This application must be printed or typed.
2. All sections of this application must be completed. Items left blank may be cause for disqualification.
3. Additional information may be attached (stapled) to the application.
4. Resumes are not an acceptable alternative to a completed application.

1. NAME: \_\_\_\_\_  
Last Name First Name Middle Name

2. ADDRESS: \_\_\_\_\_  
Street City State Zip

3. PHONE NUMBERS: (\_\_\_\_\_) \_\_\_\_\_  
Home Business/Cell

4. SOCIAL SECURITY NUMBER: \_\_\_\_\_

5. Are you authorized to work in the United States on an unrestricted basis: Yes ☐ No ☐

6. Do you have any physical ailments or disabilities that may prevent you from performing the duties of the position for which you are applying? Yes ☐ No ☐

(Note that passing a qualifying health examination prior to employment is mandatory.)

If yes, please explain: \_\_\_\_\_

7. Have you been discharged, forced to resign, or rejected during a probationary period from any employment within the last ten years? Yes ☐ No ☐

If yes, give name and address of employer, reason for each release and dates of employment: \_\_\_\_\_

8. Are you required to register as a Sex Offender? Yes ☐ No ☐

9. Are you required to register as a Drug Offender? Yes ☐ No ☐

10. Have you ever worked for the Housing Authority of the City of Eureka? Yes ☐ No ☐
11. Do you have any relatives employed by the Housing Authority? Yes ☐ No ☐
12. Do you have a current California Driver's License? Yes ☐ No ☐

License No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Note: possession of a current unrestricted driver's license is mandatory for this job; a DMV printout will be required for finalists.

### 13. EDUCATION

Name of High School: \_\_\_\_\_

Dates Attended	Degree Awarded	Date Awarded	Special Areas of Focus

Name of College: \_\_\_\_\_

Dates Attended	Degree Awarded	Date Awarded	Special Areas of Focus

Name of Other School: \_\_\_\_\_

Dates Attended	Degree Awarded	Date Awarded	Special Areas of Focus

### 14. Are you fluent in any languages other than English? If so, please specify:

Language \_\_\_\_\_ Fluent in: Speaking ☐ Reading ☐ Writing ☐

Language \_\_\_\_\_ Fluent in: Speaking ☐ Reading ☐ Writing ☐

### 15. Special skills: List any special skills or experience that you feel would help you in the position for which you are applying. \_\_\_\_\_

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### 16. References: Please list at least three professional references not related to you, with full name, address, phone number, and relationship. If you don't have professional references, then list personal, unrelated (non-family) references.

Name	Address	Phone	Relationship

17. WORK EXPERIENCE: Begin with the present or most recent work experience and account for ALL time during the past five (5) years. Use additional sheets if necessary. Voluntary non-paid experience will be considered if job related.

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Duties performed: \_\_\_\_\_

Salary per month \$ \_\_\_\_\_ Full time: ☐ Part time: ☐ Volunteer: ☐

Reason for leaving: \_\_\_\_\_

Supervisor's name and phone number: \_\_\_\_\_

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Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Duties performed: \_\_\_\_\_

Salary per month \$ \_\_\_\_\_ Full time: ☐ Part time: ☐ Volunteer: ☐

Reason for leaving: \_\_\_\_\_

Supervisor's name and phone number: \_\_\_\_\_

\*\*\*\*\*

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Duties performed: \_\_\_\_\_

Salary per month \$ \_\_\_\_\_ Full time: ☐ Part time: ☐ Volunteer: ☐

Reason for leaving: \_\_\_\_\_

Supervisor's name and phone number: \_\_\_\_\_

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18. Please explain any periods of non-employment: \_\_\_\_\_

\_\_\_\_\_

19. May we contact your present employer? Yes ☐ No ☐

20. I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand and agree that misstatements or omissions of material fact will cause forfeiture of my right to employment by the Housing Authorities.

I AUTHORIZE the employers and educational institutions identified in this application to release any information they have concerning my employment or education to the Housing Authorities.

I UNDERSTAND that after a conditional offer of employment has been extended I will be required to provide proof of qualifications and submit to a physical examination (including pre-employment drug testing) and a criminal background check. If upon checking these, it is determined that I do not meet the specific requirements for this job, I understand I will be disqualified.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_