

Housing Specialist I/II
Housing Authority of the City of Eureka & Housing Authority of the County of Humboldt
Salary Range:

Housing Specialist I: \$4017 - \$4,883/month DOE + benefits

Housing Specialist II: \$4364 - \$5305/month DOE + benefits

Position Summary

The Housing Specialist I/II supports the administration of Public Housing and Housing Choice Voucher (HCV/Section 8) programs. Under the supervision of the Housing Programs Supervisor, this position assists individuals and families with housing applications, eligibility determination, case management, program compliance, and participant services while ensuring adherence to HUD regulations. Positions may be filled at the I or II level depending on qualifications and experience.

Ideal Candidate

Ideal candidates are a customer-focused professional who is detail-oriented, compassionate, and committed to helping individuals and families access safe, affordable housing while maintaining compliance with federal housing regulations. High School or GED required, AA preferred. At least one year of customer service, public contact, case management or related experience. Valid California driver's license required. CPR and First Aid certification preferred.

Why Join Us?

- Competitive salary and benefits package
- Stable public-sector employment
- Meaningful work serving local communities
- Opportunities for advancement through Housing Specialist career levels

Interested persons should stop by the Eureka Housing Authority located at 735 W. Everding Street in Eureka to request an application package or visit our website at www.eurekahumboldtha.org for application packet which includes complete job descriptions and an application for employment. **Applicants must return a cover letter (letter of interest) and a resume along with the standard application included in the package. Packets can be dropped off in office or emailed to hr@eurekahumboldtha.org.**

Position open until filled. First round of applications will be reviewed the week of August 17th.

The Housing Authority is an Equal Opportunity Employer and encourages qualified applicants from all backgrounds to apply.

**HOUSING AUTHORITY OF THE CITY OF EUREKA
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT**

Job Summary

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

Job Title: Housing Programs Specialist I

Date: May 2025

Salary: See Job posting for current Salary Range

FLSA Status: Non-Exempt

Under the Direction of: Housing Programs Supervisor

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.
- Maintains compliance with PIC/HIP and EIV systems.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.
Required to pass COS certification within 2 years of employment.

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 AUTHORITY OF THE CITY OF EUREKA
HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT**

Job Description

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

Job Title: Housing Programs Specialist II

Date: May 2025

Salary: See Job posting for current Salary Range

FLSA Status: Non-Exempt

Under the Direction of: Housing Programs Supervisor

SUMMARY

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

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.
- Make home visits.
- Maintains compliance with PIC/HIP and EIV systems.
- 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 (HCV) programs & 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 with clean DMV record. Proof of personal insurance.

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.

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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.

Application information

Full name:	_____ <i>Last First M.I.</i>	Date:	_____
Address:	_____ <i>Street address Apt/Unit #</i> _____ <i>City State Zip Code</i>	Phone:	_____
		Email:	_____
Date Available:	_____	Desired salary:	\$ _____
Position applied for:	_____		
Are you a citizen of the United States?	Yes ☐ No ☐		
If no, are you authorized to work in the U.S.?	Yes ☐ No ☐		
Do you have a current valid California Drivers License?	Yes ☐ No ☐		
Have you ever worked for this company?	Yes ☐ No ☐	If yes, when?	_____
Do you have any relatives employed by the Housing Authority?	Yes ☐ No ☐	If yes, who and what is your relation?	_____

Education

High School/GED			Address:				
From:		To:		Did you graduate?	Yes ☐ No ☐	Diploma:	
College:			Address:				
From:		To:		Did you graduate?	Yes ☐ No ☐	Degree:	
Other:			Address:				
From:		To:		Did you graduate?	Yes ☐ No ☐	Degree:	

References

Please list three professional references.

Full name:		Relationship	
Company:		Phone:	
Address:		Email:	
Full name:		Relationship	
Company:		Phone:	
Address:		Email:	
Full name:		Relationship	
Company:		Phone:	
Address:		Email:	

Previous Employment

Company:		Phone:			
Address:		Supervisor:			
Job title:		From:		To:	
Responsibilities:					
May we contact your previous supervisor for a reference?	Yes ☐		No ☐		

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

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 ☐

Disclaimer and signature

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 may be required to provide proof of qualifications. I also understand that dependent on the job requirements, I may need to submit to a physical examination, including pre-employment drug testing, a criminal and/or financial background check, and may be required to submit a DMV driver history printout. If upon checking these, it is determined that I do not meet the specific requirements for this job, I understand I will be disqualified.

Signature: _____ Date: _____