



POSITION VACANCY NOTICE

Pinellas County Housing Authority

Position Title:	HOUSING ADVISOR
	<p style="text-align: center;">Starting Salary: \$29,000</p> <p>Note: Most PCHA positions start at the minimum rate, however some positions that require special qualifications, experience, or are in a job market shortage may start above the minimum.</p>
Summary of Duties:	<p>Schedules and completes annual re-certifications and interims for 1, up to 425 active clients on an annual basis. Assists the Housing Assistance Coordination in duties. Verifies all documentation provided for income and asset verification. Prepares leases for new participants and for active participants who have moved. Prepares briefing packet for movers and conducts briefings for clients. Responds to landlord/tenant inquiries and complaints. Makes decisions regarding eligibility and initiates termination process. Prepares correspondence to landlord/tenant. Prepares weekly/monthly reports as required. Prepares a re-couplement sheet for investigation of fraud. Assists with mid-month reports for Accounting for payments to landlords. Assists in staff supervision in the absence of the Housing Assistance Coordinator. Answer questions of other counselors and assists them in decisions. Performs Port-In Lease-Ups. Performs other related duties as may be assigned.</p>
Minimum Requirements	<ul style="list-style-type: none"> • Graduation from a standard high school. • Five years of work experience in counseling with three at supervisory/administrative level. • Four year college degree in Public Counseling or related field is preferred. • Able to sit at a desk and enter information on a typewriter, keyboard, or other data entry equipment. • Ability to reach files from file cabinets.
Location:	Main PCHA Office (Largo) <i>Notice:</i> Assignment of work location within Pinellas County is subject to change based on business needs of the PCHA
Reports To:	Director of Section 8
Application Instructions:	<p>Application Instructions: PCCHA Employees: Complete and sign an <u>Internal Position Interest Form</u> prior to the closing date. Members of the Public and Public Housing Residents: Complete and sign a <u>PCCHA Application</u> prior to the closing date. Note: Applicants must possess <u>all required qualifications</u> of the position to receive an interview. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
Closing Date:	Tuesday, February 23, 2010

Date of Notice: February 16, 2010

Pinellas County Housing Authority is a Drug Free Work Place