



HUD Certified Housing Counseling Agency

HOUSING CHOICE VOUCHER COUNSELOR II

The Ocala Housing Authority is seeking a qualified person to join its team as a **Housing Choice Voucher Counselor II (aka Section 8)**. The position will be responsible for all functions pertaining to the determination of families' eligibility and continued participation in the HCV Program. Counselor is also responsible for intake, interim adjustments, annual reexaminations, and executing legal documents, recordkeeping, preparing reports, and data entry. Counselor is responsible for assisting families with finding suitable housing, knowledge and application of the Florida Landlord and Tenant Act, serving as a client referral system for other community resources and working closely with landlords in the Section 8 Program, and will perform other clerical duties for the department.

MINIMUM QUALIFICATIONS: Graduation from an accredited four-year college or university with major courses in human services, social services, psychology or business, OR equivalent experience in subsidized housing/housing management; and three (3) years customer service or social work experience and a VALID FLORIDA DRIVER'S LICENSE. **MUST** be motivated, organized, personable, can multitask, dependable, have the ability to establish effective working relationships with clients, other staff and the general public, and display professionalism. Candidate must be proficient with WORD and EXCEL and can navigate on the internet efficiently. The successful candidate should possess high integrity, exemplary work ethics, confidentiality and good written and oral communication skills.

Bi-Lingual (Spanish) is a plus!

If you meet these qualifications, please mail: **cover letter, resume', application, and three (3) verifiable work references**, to the attention of: Ms. Glenda Roberts, Human Resources Director, Ocala Housing Authority Administrative Office, 1629 NW 4th St, Ocala, FL 34475. You may also fax or email to 352-369-2643 or GRoberts@OcalaHousing.org. Applications and job description are available on the OHA's website at www.OcalaHousing.org. **Salary: \$15.50 per hour plus EXCELLENT BENEFITS.** Successful candidate must pass a criminal background check. **THE POSITION WILL BE OPEN UNTIL FILLED.**

"This opportunity is covered under Section 3 of the HUD Act of 1968"



Drug-Free Workplace



COME GROW WITH US!!