



HUD Certified Housing Counseling Agency

PUBLIC HOUSING COUNSELOR I

The Ocala Housing Authority is seeking a qualified person to join its team as a **Public Housing Counselor I**. The position will be responsible for all functions pertaining to the determination of families' eligibility and continued participation in the Public Housing Program. Counselor is also responsible for intake, interim adjustments, annual reexaminations, and executing legal documents, recordkeeping, preparing reports, and data entry. This position may require on-site community visits, filing evictions, home visits, unit inspections, and posting notices. Counselors should have knowledge and application of the Florida Landlord and Tenant Act and will perform other clerical duties for the department.

MINIMUM QUALIFICATIONS: High school diploma/GED; and two years of college in social work, counseling, business, or finance; OR equivalent work experience (2 years) in Subsidized Housing, Housing Management and/or Case Management; and three (3) years customer service or social work experience and a VALID FLORIDA DRIVER'S LICENSE. **MUST** be motivated, organized, personable, can multi-task, dependable, have the ability to establish effective working relationships with clients, other staff and the general public, display professionalism, and type 35 wpm. Candidate must be proficient with WORD, EXCEL, and Publisher, 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 **HIGHLY** preferred.

If you meet these qualifications, please mail: **cover letter, resume', application, and three (3) verifiable work references,** to the attention of: Ms. Glenda Roberts, HR 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: \$14.50 per hour, plus EXCELLENT BENEFITS.** Successful candidate must pass a criminal background check. Position is open until filled.



Drug-Free Workplace



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