



# JOB ANNOUNCEMENT

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## Case Manager – Housing Authority

Job Number: 12015-12

Opening Date: January 19, 2010

Salary: \$15.34 - \$20.56 hr

This position will remain open until a sufficient number of qualified applications are received. First review will occur for applications received by 5:00 p.m. on February 1, 2010 and periodically thereafter. Applicants are encouraged to submit applications and required attachments as soon as possible as recruitment may close at any time after the initial review.

- This position is with the Marion County Housing Authority in Salem, Oregon.
- This recruitment will be used to fill a current vacancy for a position that is not union represented.
- This position is 37.5 hours per week and is eligible for overtime.
- Benefits for this position can be viewed at: <http://www.co.marion.or.us/BS/Risk/benefits.htm>
- Marion County will accept **original or faxed** applications but **will not give consideration to illegible, incomplete or unsigned applications. Each recruitment requires a separate, complete application.**
- **Marion County application and any required attachments must be received in Human Resources by 5:00 p.m. on the closing date. \*\*\*Do not submit resumes or letters of recommendation/reference.\*\*\***

**MINIMUM QUALIFICATIONS:** It is imperative that applicants include, on the application form, details of education, skills and experience as they pertain to the qualifications shown below.

1. Two (2) years college course work in human relations, public administration or related field; **AND** two (2) years experience working with low income families or the elderly in a social services agency or Housing Authority; **OR**
2. Any satisfactory equivalent combination of education, training and/or experience relevant to the position, as determined by Marion County.

### **NECESSARY SPECIAL REQUIREMENTS:**

- **Must possess a current Driver's License in the applicant's state of residence. Must possess acceptable driving history. Driver's license number(s) and state(s), in which they were issued, during the last 5 years, must be included on the application form in order to qualify for the position. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services.**
- **It is a Marion County Housing Authority policy that a criminal history background check be conducted on all new employees.**
- **Applicants may be required to pass an assessment of job-related skills in order to qualify for interview. Selected applicants will be contacted for an appointment to participate in the assessment.**
- **Work Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday. Work schedule determined based on the needs of the department.**

**EVALUATION OF APPLICATIONS:** Applications will be evaluated according to education, experience and training as it relates to the minimum qualifications listed on the job announcement. Missing or incomplete information will result in a lower evaluation score or disqualification. **RESUMES WILL NOT BE ACCEPTED.**

## Case Manager – Housing Authority

12015-12

These duties are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

### ESSENTIAL DUTIES:

Manages a caseload of tenants and landlords within a specific geographic area; explains program rules to new and current tenants and landlords.

Verifies, documents and calculates tenant income, assets, applicable expenses, and utility allowances, which determine family rent amounts; conducts rent-reasonable surveys and negotiates rents; prepares and explains leases and contracts to clients and landlords; initiates and processes terminations of assistance.

Annually reviews tenant's income/eligibility to determine rent increases or decreases; acts as liaison between owner and tenant to resolve problems; reviews and negotiates landlord rent increase requests.

Inspects housing units for compliance with Housing Quality Standards; inspects units prior to new participants moving in, and on an annual basis; notifies owners of needed repairs and re-inspects for Federal Housing Quality Standards; conducts housekeeping inspections for owned housing programs.

Initiates and maintains close communication with owners, managers and social services agencies to assist families and prevent fraud; investigates and compiles legal data in cases of suspected program abuse.

Prepares evictions, termination of assistance and attends informal hearings and/or court hearings.

Gives instructional and informative presentations orally during periodic briefings of applicants and update briefings of current tenants.

Performs other related duties as assigned.

### BEHAVIORAL EXPECTATIONS:

Provides backup and support to co-workers; establishes and maintains professional and effective working relationships with customers, co-workers and other agencies; maintains punctual and regular attendance; complies with department and Housing Authority policies, procedures and regulations; participates fully as a member of a team; participates fully as support to a service area or areas; participates in employee training and orientation; provides training to co-workers as requested; performs other job duties as assigned by supervisor.

### PHYSICAL REQUIREMENTS:

Operates a motor vehicle in the performance of duties; maintains a current Oregon driver's license and an acceptable driving record; uses depth perception; uses depth perception; operates a keyboard; lifts and carries up to 15 lbs.; employs repetitive motion of hands and wrists; reads an 8 pt. font; sits for extended periods of time; stands, walks and traverses uneven terrain; speaks with a clear and audible voice; hears a normal speech level.

### MENTAL REQUIREMENTS:

Possesses considerable knowledge of the following: Low-income housing programs, statutes and regulations; landlord/tenant laws and rental market preferable; community resources available to low-income families, elderly persons, disabled and social service agencies. Clearly and concisely expresses self orally and in writing; interprets federal, state and local policy relating to housing programs; resolves conflicts between tenant, landlord and agency; speaks, reads, writes and understands English; uses independent action; applies creativity; employs customer service skills; makes decisions; uses discretion; exercises interpersonal skills; utilizes independent judgment; employs basic and advanced math skills (analysis, statistics, significant data/number manipulation); negotiates; makes presentations and speeches; analyzes and resolves problems; utilizes basic computer skills; employs deductive, inductive and cognitive reasoning.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. **To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.**

Equal Employment Opportunity  Affirmative Action Employer  
Marion County Human Resources, Courthouse Square, 4<sup>th</sup> Floor, 555 Court St, NE  
MAILING ADDRESS: PO Box 14500, Salem OR 97309

www.co.marion.or.us ❖ Job Line (503) 588-5589 ❖ Phone (503) 589-3295 ❖ Fax (503) 588-5495 ❖ TTY (503) 588-5168

**It is the applicant's responsibility to notify Marion County Human Resources of changes in address and/or phone number.**

*This announcement is meant only as a descriptive recruitment guide and is subject to change.*

*Further, it does not constitute either an expressed or implied contract.*