



BELMONT

HOUSING RESOURCES FOR WNY

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Dated 10/13/17

EMPLOYMENT OPPORTUNITY

Founded in 1977, BHR is a leading advocate for quality affordable housing. We administer rental assistance programs and offer a variety of housing-related programs and services promoting home ownership, educating renters and landlords, improving existing housing stock, and developing and managing affordable housing.

Belmont Housing Resources for WNY is recruiting for the following position:

Housing Specialist

Summary of Duties: Through the effective administration of Section 8 renters' assistance programs, the housing specialist assists families and individuals in meeting their need for decent, affordable housing.

Education and/or experience: Bachelor's degree in a related field, or Associate's degree with two years relevant experience, or equivalent combination of education and/or related experience. Related experience could include case management, customer service, teaching or training, social work and property management.

Skills/Requirements: Basic understanding of local housing market and available human services helpful, along with understanding of customer service principles. Must be computer literate; comfortable with basic computer applications. Ability to read, analyze, and interpret regulations, reports, leases and HAP Contracts, as well as a variety of income and expense documents (verification). Ability to respond to common inquiries or complaints from customers. Ability to compile/write reports that conform to generally accepted style and format and are understandable to their audience. Ability to communicate effectively one-on-one with clients and co-workers in a professional and respectful manner. Ability to make oral presentations to large and small groups is beneficial. Service-Oriented individual who has the ability to work independently, manage time and high volume while organizing workflow. Must be sensitive to people's difficulties and capable of responding to clients in a non-judgmental manner. Must be able to work through interruptions and meet monthly deadlines.

**Submit resume and cover letter online at
www.belmonthousingwny.org**

Deadline to Apply is October 25, 2017

Belmont Housing Resources for WNY is an Equal Opportunity Employer and strong advocate of workforce diversity. Minority/Female/Sexual Orientation/Gender Identity/Disability/Veteran

