

Job Announcement

Four Square Community Action, Inc. Intake Specialist/HUD Rental Assistance Coordinator

Four Square Community Action, Inc. is hiring for the position of the Intake Specialist/HUD Rental Assistance Coordinator. This position is located in the Graham County office.

Job description includes: Initial intake of client applications for services, income verification, data entry, referrals both within service area and outside to other human service providers. Conduct initial client screening to determine eligibility. Provide referral services to clients to appropriate community partnerships. Coordinate and maintain HUD rental assistance services.

Job responsibilities include: Timely response to telephone calls, facilitate timely communications related to client information to appropriate programs for services, maintain and organize client folders, attend and participate in all required trainings, conduct housing inspections and determine compliance of housing units.

Knowledge, skills and experience required are: High school diploma or equivalent required and/or higher education, knowledge of general office procedures, knowledge of Microsoft Office, word, excel and PowerPoint. Also, critical thinking skills to access the needs of the client, problem solving skills, compassion and patience, and good communication skills. Applicant must have a valid driver's license and a good driving record.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to talk and/or hear. The employee is required to stand, walk, use hands and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

This is a full-time position. Days and hours of work are Monday-Friday, 8:00am - 4:30pm. Evening and weekend work may be required as job duties demand. Starting salary range: \$26,880 - \$30,720

Travel: Travel is primarily local during the business day, although some out-of-area and overnight travel is expected at times.

Interested applicants can apply at the Four Square office in Andrews, visit our website at www.foursquarecommunityactioninc.com, or contact the Employment Security Commission in Murphy NC. Closing date is Friday, December 11, 2020 by 5:00pm.