



EMPLOYMENT OPPORTUNITY

May 4, 2023

INTAKE SPECIALIST

The Intake Specialist works under the direct supervision of the Intake Coordinator and performs eligibility intake functions for the Section 8 and Affordable Housing programs. Work involves scheduling and conducting eligibility interviews to determine eligibility, calculating family share, calculating housing assistance payments, preparing correspondence, entering data into the computer system, disseminating information to applicants and landlords, reviewing files for accuracy and timeliness, and informing applicants of additional verifications needed to determine eligibility. Employee must exercise independent judgement and initiative in performing assigned duties. Employee must also exercise courtesy and tact in extensive contact with clients, landlords, employees, and outside agencies.

REQUIREMENTS:

- Education equivalent to a two year degree from a regionally accredited institution in Public Administration, Social Science or a closely related field. A minimum of one year of progressively responsible work experience for a public agency, or related work in the social service or community service field preferred. Alternatively, two years' experience in a social services or administrative role will satisfy the requirements.
- Eligibility, Occupancy and Rent Calculation Certification required within one (1) year of employment.
- Must have excellent customer service and organizational skills, be able to interpret/apply rules and regulations, analyze situations accurately and take effective action.
- Must be proficient in typing, mathematical computations and computer skills.

Salary Range: \$31,000.00 to \$41,500.00

Excellent Benefits Package

Open Until Filled

Qualified candidates should **FAX or E-mail** their resume and a letter of interest to the Human Resources Department.

Fax 954-556-4122/ or E-mail jobs@hacfl.com

EQUAL OPPORTUNITY EMPLOYER