

East Missouri Action Agency, Inc.
403 Parkway Drive, Post Office Box 308
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 5/24/2022 DEPARTMENT: Housing

POSITION TITLE: Housing Specialist PROGRAM: Section 8 Voucher Program

POSITION

SUMMARY: The primary responsibility of the position is the daily flow of paperwork, computer work, and working directly with clients and owners in regards to the housing voucher program. This includes determining eligibility, conduct family briefings, generate invoices for payment to the owners, complete reports as required by the agency and funding source.

ADVERTISE TO: Public Agency Banked Both STATUS: Exempt Non-Exempt

LOCATION: Central Office

GRADE LEVEL / STEP: VI AMOUNT: \$ 15.00 - \$ 15.50

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: M-T 36 hours per week.

QUALIFICATIONS: Must possess a high school diploma or equivalent, knowledge of computer and possess good communication and public relations skills. Must have good organizational skills. Must have the ability to work with the public.

TARGET DATE FOR EMPLOYMENT: 6/20/2022

APPLICATION PERIOD DEADLINE: 5/31/2022

BENEFITS: Health and Life Insurance--Retirement, VACATION, sick leave

SUPERVISOR'S NAME: Candice Weedman

PERSON MAKING REQUEST: William Tucker

William C. Tucker 05/24/2022
Program Director's Signature Date Approved Disapproved

Keri McCrory 5/25/2022
Executive Director's Signature Date Approved Disapproved

APPLY TO:
East Missouri Action Agency, Inc.
Human Resource Department
P.O. Box 308, 403 Parkway Drive
Park Hills, MO 63601
573-431-5191

Interviews will be held with leading candidates by appointment.