



HOUSING SPECIALIST II – Family Self Sufficiency (FSS)

Salary Range 23: \$46.00 – \$55.91/hour

(This position will be hired at 72 hours per pay period and a schedule of nine 8-hour workdays per two-week pay period with every other Friday off)

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date.

THE ORGANIZATION

The Housing Authority of the City of Alameda (AHA) is proud of its mission and accomplishments. In partnership with the entire community, the Housing Authority advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community inclusiveness and diversity in housing. Join our team and you will have the opportunity to perform meaningful and impactful work for an agency dedicated to providing affordable housing in one of the most impacted regions of the nation.

THE POSITION

AHA is seeking a team-oriented candidate to work as a Housing Specialist II in the Housing Programs Department. This Housing Specialist II position will focus on the Family Self Sufficiency Program (FSS), including coordination of activities, counseling, and evaluation of participants in the Family Self-Sufficiency program; provides or arranges for training programs, conducts orientations, evaluations, and appraisals of clients, collect data, file reports, provide technical assistance to the Housing Programs & Family Self-Sufficiency and other Authority staff; as well as working on housing assistance, including functions such as eligibility determination, landlord relations, new leases, reexaminations, and terminations, coordination of activities, counseling and evaluation of participants in the program. This position will also perform other HS II duties as needed; please refer to the job description for the range of duties required of this position.

This is a full-time non-exempt, confidential position. Work will be performed in the Housing Authority of the City of Alameda office; no telecommuting is available for this position. Some evening work may be required. Note: AHA may consider filling this position part-time in certain circumstances for a limited period of time, no less than 1 year from the date of hire.

The Housing Specialist II will be hired on a 72 hours per pay period schedule (9 8-hour workdays with every other Friday off). This recruitment process may be used to fill both current and future openings. The Housing Authority reserves the right, but is not obligated, to use submitted applications to fill future vacancies.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Education: Equivalent to the completion of twelfth (12th) grade, and

- Experience: Two (2) years of experience working with and assisting in the administration of assisted housing programs, social services programs, property management, or housing/building inspection.
- Strong communication (verbal and written), presentation, and customer service skills required.
- Demonstrated ability to recruit applicants, provide case management, maintain social service files and conduct basic program management.
- Employee will be expected to work from residential property sites at times and attend community meetings, which may be outside of normal business hours.
- Possession of, or ability to obtain, a valid driver's license by time of appointment is required. Must be able to be insured under AHA's owned automobile insurance policy.

DESIRABLE/PREFERRED QUALIFICATIONS

- Associate or Bachelor's degree preferred.
- Experience with and detailed knowledge of the FSS program is preferred.
- Proficiency in Microsoft Office Suite (particularly Excel), Laserfiche, and Yardi; strong Yardi skills are especially desired.
- Language skills in one of AHA's LEP Languages (Spanish, Chinese, Tagalog, Vietnamese) preferred.

ADDITIONAL INFORMATION

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program. *Important:* The Housing Authority does not participate in Social Security.
- A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions
- 2 weeks of vacation, 11 holidays and 3.5 floating holidays per year plus paid sick leave
- A schedule of nine 8-hour workdays each pay period with every other Friday off. Non-exempt employees' pay is reduced when flexing due to the 72-hour pay period (rather than the standard 75 hours).

IMPORTANT APPLICATION INFORMATION

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date.

To apply, submit a:

- Housing Authority Employment Application
- Resume (three pages maximum, include months/years of employment), and
- Responses to the supplemental questions (two pages maximum)

Your resume and supplemental questions must be in Word or pdf format and uploaded into the employment application form. You must apply by submitting your application at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/>.

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA THE AHA WEBSITE

If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at hr@alamedahsg.org.

The Housing Authority of the City of Alameda is an Equal Opportunity Employer



Housing Authority
of the
City of Alameda

Supplemental Questions for the Housing Specialist II – FSS Position

The purpose of this questionnaire is for you to identify your qualifications and experience in specific job-related areas. Your responses, along with your other application materials, will be reviewed by the AHA and used to make the initial determination of which applicants are best qualified for the position. Written answers are not to exceed two (2) pages total.

1. Describe how your experience, education, and training qualify you for this position.
2. Please describe your experience with assisted housing programs, social services programs, property management, and/or housing/building inspections.
3. Please describe any experience you have working with special needs groups such as seniors, formerly homeless persons, and/or persons living with disabilities. Please include any experience you have working with community partners such as social services or nonprofits that support special needs groups.