

The Housing Authority of the City of Winston-Salem

Due to growth & expansion, The Housing Authority of the City of Winston-Salem (HAWS) is accepting applications for the following positions:

RESIDENT SERVICES COORDINATOR

The employee will implement program of service delivery and coordinate program of resident services and resident upward mobility. Will implement and supervise special projects as assigned, coordinate fund raising activities supporting projects. Will cultivate relationships with public and provide organizations leading to participation in economic development projects, supervise the activities of resident council organizations and provide technical assistance. Develop new and innovative programs and training of council officers. Prepare budgets and maintain fiscal controls. Provide training for employees, administer grievances and discipline. Provide employment counseling to residents, provide budget and personal counseling to residents. Will plan, develop, and provide direct services to residents. Provide technical assistance to special programs/projects associated with resident management corporation, resident owned businesses, etc. Will coordinate with other service agencies providing needed services to residents. Conduct workshops, attend community meetings to help solve problems. Develop staff and perform related work as required. Qualified individual must have four years of college with degree in human services field or equivalent combination of education and experience. Must have previous supervisory experience. Must have ability to set goals and work without close supervision, communication effectively and have ability to make presentations. Must have valid driver's license with good driving record. Starting salary is \$27,957.

SECTION 8 MANAGER

Individual will direct all aspects of the Section 8 program which consists of approximately 2,000 units. Will determine eligibility of leases and units. Will monitor all input, review and approve payments register, recertification of participants, review interim rent adjustments, interpret Federal regulations, train staff, monitor enrollment and program orientation, maintain constant outreach to owners and potential program participants, review of applications on their approval, process claims for vacancy loss, prepare reports and budgets, administer grievances and discipline, and perform related work as required. Qualified candidates should have a B.S. or B.A. degree in Public Adm., Sociology, or Economics. Graduate degree desirable. Should have four to six years experience with administrative and supervisory housing management responsibilities. Ability to relate to limited-income families, and must have valid NC Driver's License with safe driving record. Starting salary is \$38,466.

HOUSING TECHNICIAN

Will perform variety of statistical, clerical and administrative duties in support of housing programs. Will assist Housing Manager in managing office. Will compose and type correspondence, maintain files & records, serve as receptionist, sort & distribute mail, receive redetermination request and follow-up on information, assist in annual recertification, perform inspection and policing of grounds, process work orders, provide technical assistance to resident organization, and perform related duties as required. Must have two year college degree adm., business adm., or secretarial science. Needs two years experience in general office procedures or equivalent combination of experience and education. Knowledge of property management desirable. Ability to operate office equipment and possess valid N.C. Driver's License and have a safe driving record. Salary starts at \$15,442.

MESSENGER/COURIER

Will perform standard clerical duties, relieve Receptionist/Switchboard and do routine work in the collection and delivery of mail and supplies. Pick up, sort and deliver mail, etc., to various offices. Maintain stock of supplies, forms, etc., and issue items. Operate and maintain copy machine and route materials. Operate and replenish postage machine. Make bank deposits. Prepare conference room and tidy up after meetings. Perform duties of Receptionist as required. Must be high school graduate or equivalent. Must have dependable transportation and be able to lift heavy supply boxes. Needs six to twelve months working experience as receptionist, general office clerk or equivalent combination experience, education and training. Must have ability to effectively interact with people and have excellent telephone use skills. Must have good communication skills. Must have valid N.C. Drivers License and safe driving record. Starting salary is \$12,727 plus mileage.

Submit resume or application no later than March 26, 1993 to Personnel Manager, Housing Authority of the City of Winston-Salem, 901 Cleveland Avenue, Winston-Salem, NC-27101.

HAWS does not discriminate on the basis of race, creed, sex, color, political affiliation, age, national origin, religion or disability in its employment opportunities, programs, services or activities.

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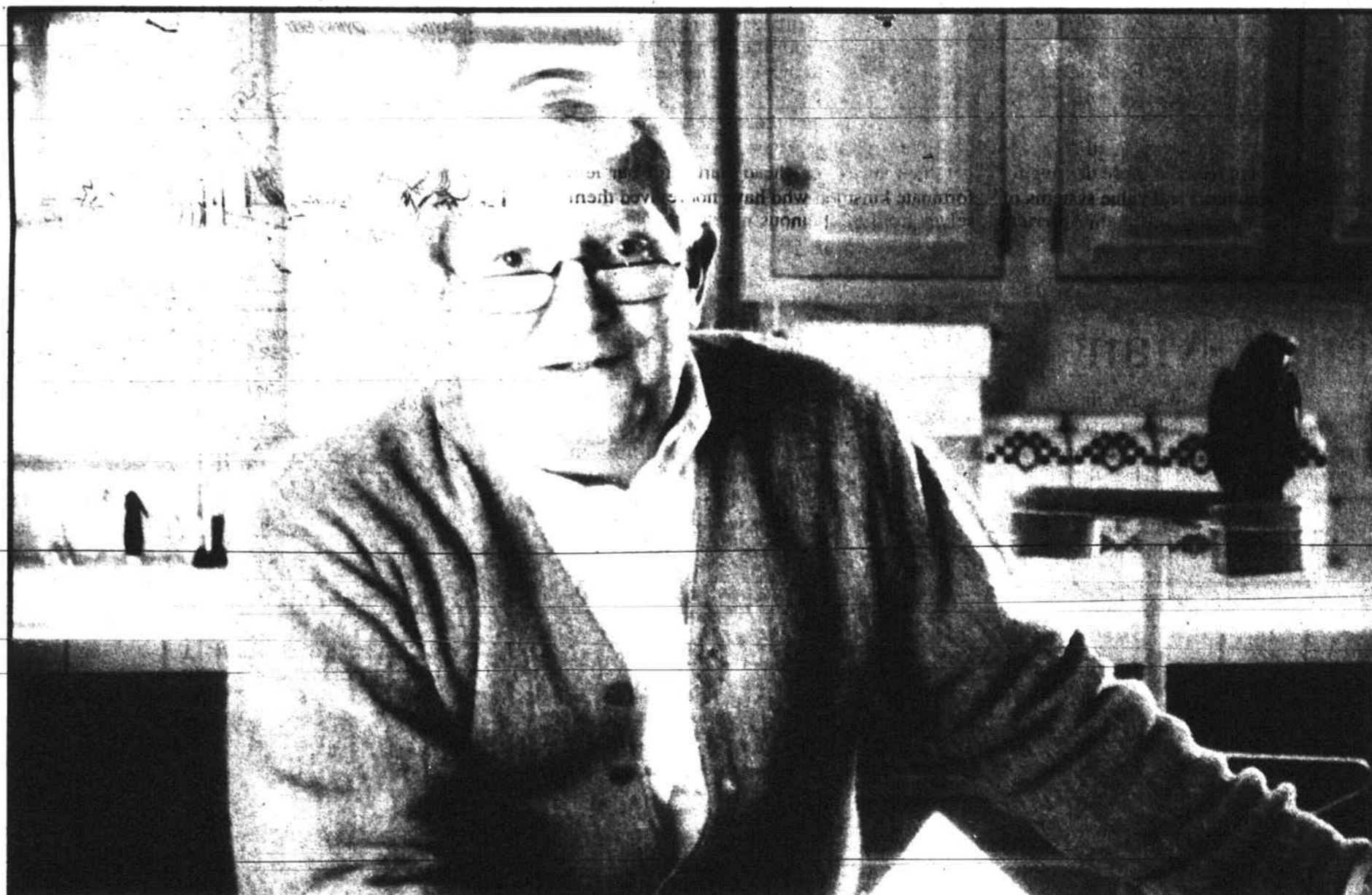
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