

HOUSING AUTHORITY OF GLOUCESTER COUNTY

100 POP MOYLAN BLVD., DEPTFORD, N. J. 08096

Human Resources 856-845-4959 x217

NOTICE OF JOB POSTING

October 31, 2024

JOB CLASSIFICATION (TITLE): **TII Level 1 (Tenant/Interviewer Investigator)**

NO. OF POSITIONS AVAILABLE: **1 FULL-TIME**

SALARY/WAGE RATE: **\$ 17.93 per hour / 72 hours bi-weekly**
Based on experience / knowledge

HOURS: **Monday through Friday schedule with either**
Monday or Friday off, work 4 days at 9 hours a day,
OR work 5 days at 7.20 hours per day.
Occasional overtime as needed

LOCATION: **ASSIGNED TO THE INTAKE DEPARTMENT**
OR AS ASSIGNED.

JOB DESCRIPTION: **SEE ATTACHMENT**

SPECIAL REQUIREMENT: **Must have proven skills related to job applying for.**
Must have valid N.J. driver's license and own
transportation. Must certify that you have not been
convicted of a controlled dangerous substance (illegal
drug) or convicted of any crime other than minor
traffic violations.

***Clerical test administered**

****Drug screening and background check will be administered.**

*****Applicant must meet and be able to perform job requirements as stated on the**
attached job description.

PROCEDURE TO APPLY: If you have not yet completed an HAGC employment application, please do so and return it to Elida Ortiz, Human Resource Director **OR** contact her by **Email:** Eortiz@hagc.org, by **phone:** 856-845-4959 x217 by no later than **11:00 a.m. on Tuesday, November 4, 2024.**

Signed:



Kimberly Gober, Executive Director

Signed:



Elida Ortiz, Human Resource Director

The Housing Authority of Gloucester County is an Equal Opportunity Employer

Job No. 19A
Employee _____

Rev. 11/2022. 07/2024

HOUSING AUTHORITY OF GLOUCESTER COUNTY
TENANT INTERVIEWER/INVESTIGATOR
LEVEL 1

Job Description

DESCRIPTION:

Under supervision, at direction or independently, interviews assisted housing program applicants and participants for initial application and certification, interim reevaluation and annual recertification evaluation in the manner prescribed by the PHA and HUD; determine the status of the resident/client/participant per regulations and act accordingly in accordance with established policy and procedures to enroll/recertify the resident into the applicable program including verifying income, computing eligibility and rent and advising client/resident on the many and varied aspects of the assisted housing programs.

SUPERVISES: No one

REPORTS TO: As assigned to:
Executive Director
Deputy Executive Director
Affordable Housing Operations Director
Section 8 Supervisor
Intake Supervisor
Occupancy Specialist Manager

NOTE: Employees may be temporarily or permanently reassigned to other supervisors and/or other HAGC and GHA managed properties.

RESPONSIBILITIES/EXAMPLES OF WORK:

1. Schedules appointments for interviews, conducts client/resident interviews for new applicants in assisted housing programs, interim reevaluations and annual recertification and audit certifications; records information collected, reviews and photocopies documents, prepares letters and requests and receives third party verifications, maintains and/or electronically scans clients/residents' files in manner prescribed by office policy, prepares worksheets, tabulations, forms, certifies accuracy of the work and contents of files, reports eligibility/ineligibility of clients/residents; prepares leases, contracts and forms related thereto; prepares certifications and attestations by clients/residents and others; evaluates data; records statistics, maintains monthly reports, records clients/residents and other data; uses telephone to gather information; writes, files memos, participates in investigative matters on direction, keeps records on contract number, dates of activity, applicable bedroom size for family, community of residency and other similar data relating to occupancy and in accordance with PHA and HUD procedures which may vary from time to time.

TENANT INTERVIEWER/INVESTIGATOR – LEVEL 1

2. Follows official PHA policies, including, but not limited to, Public Housing Admissions and Continued Occupancy Policy, Section 8 Administrative Plan, One Strike and You're Out Policy, Grievance Policy, and various management plans.
3. Variations of this position may include undertaking the work in the field in the home of the participant and undertaking duties related to the position of Housing Inspector as the circumstances may require.
4. Further variations may result in assignments largely related to tenant intake work or resident recertification work.

REQUIREMENTS:

1. Graduation from high school or vocational/technical high school or possession of an approved high school equivalency certificate.
2. Ability to read, write, speak and understand English sufficiently to perform the duties of this position and to communicate effectively both verbally and in writing, using correct spelling and punctuation.
3. At all times, maintain confidentiality in the handling of resident, Agency documents, etc.
4. Establish priorities and manage timelines accordingly.
5. Function as part of a team and able to work independently.
6. Has demonstrated ability in the use of tenant occupancy files, rent rolls, payments vouchers, verification documents with specific software, as assigned, Microsoft Word, Excel, or other, to exclusive satisfaction of management.
7. Knowledge of the equipment used, methods and practices and of occupational hazards, if any, and safety precautions of the work being performed.
8. Ability to understand, remember and carry out verbal and written instructions, to learn quickly from verbal and written explanations and from demonstrations, to take needed safety precautions in performing the work, and to take care of equipment, materials and supplies.
9. Knowledge and proven proficiency in the use of modern computer technology, MS office (Word, Outlook, Excel, PowerPoint, etc.).
10. Ability to perform clerical tasks and data entry tasks, including the ability to operate standard office equipment and a network computer. All equipment must be used with accuracy and dependability with care for equipment and protection of data stored.
11. Willingness to attend periodic professional training seminars, which may require overnight travel, at the expense of the Authority.

TENANT INTERVIEWER/INVESTIGATOR – LEVEL 1

12. Willingness to be flexible in work assignments and accept assignments, from time to time, at various offices and work in the office or in the community at large.
13. Willingness to act as a temporary "fill-in" employee for various positions, including performance of functions not listed herein, during the temporary absence of employees.
14. Knowledge of generally accepted office practices and willingness to work by those standards in the performance of duties.
15. Ability to work harmoniously with fellow employees, residents, applicants, landlords and/or prospective landlords, and contractors and to work harmoniously with associates, supervisors and all others with whom one comes in contact while performing the duties of this position.
16. Willingness to assume other responsibilities of a similar nature as assigned by the supervisor.
17. Willingness to accept field assignments and conduct duties in applicant's home.
18. Have and maintain a valid New Jersey driver's license.
19. Willing to use private automobile with mileage reimbursement for field work, as necessary.
20. Be in good health and free from any disabling physical and mental defects which would impair the proper performance of the required duties, or which might endanger the health and safety of oneself or others.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.