



Housing Support Specialist I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

The Grand Forks Housing Authority, provider of affordable housing for Grand Forks County, North Dakota has an immediate opening for a **Part-time** Housing Support Specialist I position in its LaGrave on First Facility located in Grand Forks, ND.

The ideal candidate will possess excellent organizational skills, as well as oral and written communication skills. Accuracy, attention to detail, and the ability to prioritize and finish tasks in a timely manner are highly regarded attributes for this position.

SUPERVISION RECEIVED:

Receives supervision from the LaGrave on First Program Director

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Hours: variable hours, usually either 3pm – 11:30 pm or 11pm-7:30 am on weekdays and 12 hour shifts on weekend (either 7am-7pm or 7pm-7am)

Job Duties:

- 1) Control Access to the building
- 2) Keep a record of tenants and guests entering and exiting the building
- 3) Monitor facility cameras
- 4) Answer phone
- 5) Complete Incident Reports as incidents occur
- 6) Engage with tenants, forming healthy, respectful relationships
- 7) Log information that needs to be communicated to Program Director, service providers, and other staff
- 8) Assist Program Director in mediating conflict between tenants and de-escalate as situations arise



- 9) Order facility supplies as directed by Program Director
- 10) Assist residents in securing needed services, including transportation
- 11) Ensuring tenant confidentiality and building security
- 12) Assist with facility cleanliness issues
- 13) Other duties as assigned by the Program Director

QUALIFICATIONS (Knowledge, Skills and Abilities):

- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work
- Be organized, self-motivated, take pride in their workmanship, and have excellent time management skills.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities

Abilities: Interact with people of varying social, economic and ethnic background; Prepare clear and concise reports; Operate and use general office equipment.

- High School Diploma or GED.
- North Dakota driver's license with a clean driving record.

Salary Range: 22

- Starting Wage: \$12.85+ depending on Qualifications.

Letters of Interest and Resumes will be accepted until position is filled and should be submitted to: tdemars@thegfha.org