



420 East Alcott Street • Suite 200
Kalamazoo, MI 49001
O: 269.382.0287 F: 269.382.6173



Full Time Housing Locator Housing Resources, Inc.

Job Summary:

The Housing Locator will assist candidates with locating appropriate housing and will process applications for municipal housing.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Interviews applicants and determines eligibility for housing programs.
- Assists applicants with paperwork and the application process; verifies the accuracy of the information submitted.
- Conducts tours of properties for potential residents.
- Provides support services such as workshops to highlight and explain available services and options for applicants.
- Maintains records, collecting and completing all required documentation.
- Explains housing authority regulations to applicants; facilitates and ensures compliance with applicable laws, regulations, guidelines, and best practices.
- Prepares operations reports to submit to city officials.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Extensive knowledge of Fair Housing Act (FHA) and other government programs.
- Proficient with Microsoft Office Suite or related software.



United Way of the
Battle Creek and
Kalamazoo Region
changehistory.org





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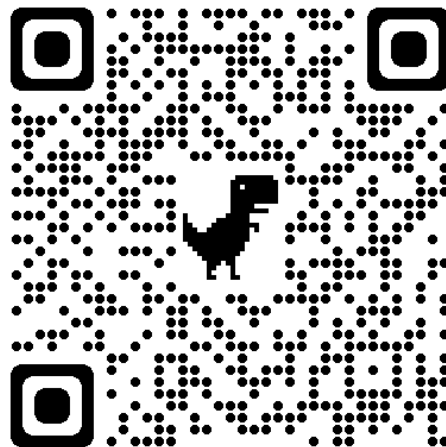
Education and Experience:

- High school diploma required. Bachelor's degree in Public Administration, Sociology, or related field preferred.
- One year of related social service experience preferably with a Section 8 housing program required.

Compensation:

- Exempt position starting at \$15/hr. minimum.
- Benefits Package including:
 - Medical, Dental, & Vision
 - 401k Matching
 - Employer-paid Life Insurance

Ready to apply? Email us your resume at HR@housingresourcesinc.org or Follow the QR code below to submit your application today!



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