

**Tooele County  
Housing Authority**

**Job Title:** Leasing/Homeownership Specialist  
**Starting Range:** \$16+ per hour DOQ plus attractive benefit package  
**Status:** Full-time position  
**Closing Date:** Until Filled

**SUMMARY:**

This position is responsible for recruiting participants and marketing the Mutual Self Help Program (MSH), CROWN rent to own homes and Permanent Supportive Housing program (PSH), which assists previous homeless clientele with subsidized housing. Interviews clients or program participants and obtain relevant information. This position works closely with community partners to facilitate the needs of the participants of Permanent Supportive Housing Programs administered by Tooele County Housing Authority.

This position will also counsel families on barriers to eligibility for participation and suggests steps they can take to remedy their financial situation, thereby helping them be successful homeowners/renters depending on what program they participate in. This position works closely with maintenance staff, MSH Program staff and the Local Homeless Coordinating Entry group for exceptional program delivery.

**POSITION DUTIES:**

- Provides program information to prospective participant families such as how the program works and what is expected of participating families. Basically provide general information to the public about these three (MSH, PSH, CROWN) programs as needed.
- Maintains waiting lists, obtains verification of employment and income, and screens applicants for potential occupancy and/or program participation thereby making preliminary determination of eligibility.
- Enforces lease violations, prepares and ensures deliver of lease violation notices including but not limited to, 3 day pay or quit, other various nuisance and eviction notices. Follows up on eviction notices, attends court when necessary, for evictions and small claims judgments. Compiles move out dispositions using move out costs, via maintenance and/or vendor bills. Working closely with Program Administrator and Maintenance to ensure date stamped and mailed to tenant within 30 days of move out and any other duties associated with managing rental property and special leasing programs.
- Responsible for maintaining resident files, executing lease documents, re-certifications, processing verifications, calculating rents, adjustments and charges, etc.; providing occupancy reports and records; types property management correspondence
- Assists MSH Program Coordinator in gathering information for loan packaging potential participant files.
- Community Marketing of MSH Program in co-ordination with CROWN rent to own program.
- Event Preparation: Open House and Groundbreaking, mid construction motivational events
- Acts as a liaison between the participating families, tenants, landlords and TCHA staff for matters pertaining to various programs.

**Minimum Qualifications:**

- The equivalent of a high school education and five years' work experience in a

