

Job Title: Temporary Section 8 Housing Facilitator

Starting Salary: \$22.00 - \$23.00 hourly

Full range is \$22.00 - \$32.00 hourly

About Us: Yakima Housing Authority is dedicated to providing high quality, affordable, and inclusive housing solutions for individuals and families in our community. We believe that everyone deserves a place to call home, and we are committed to enhancing the quality of life for our residents.

Job Description: YHA is seeking a dedicated Section 8 Housing Facilitator to join our team. The successful candidate will play a crucial role in assisting individuals and families in navigating the Section 8 housing program, ensuring that they have access to affordable and suitable housing options.

Key Responsibilities:

1. **Application Assistance:** Guide applicants through the Section 8 application process, ensuring that all required documentation is submitted accurately and on time.
2. **Eligibility Determination:** Evaluate eligibility criteria for Section 8 housing programs and assist applicants in understanding their eligibility status.
3. **Communication:** Maintain open communication with applicants, landlords, and relevant agencies to facilitate the Section 8 housing process.
4. **Tenant Education:** Provide information to tenants about their rights and responsibilities under the Section 8 program.
5. **Documentation Management:** Keep detailed records of Section 8 applications, approvals, and ongoing tenant communication.
6. **Problem Resolution:** Address and resolve any issues or challenges that may arise during the Section 8 housing process.

Apply Today: Applications available at www.yakimahousing.org. On the "About" tab select "Employment" from the dropdown list. Applications and resumes may be e-mailed to employment@yakimahousing.org, faxed to (509) 508-0160, or dropped off in our document collection box in front of the YHA office, located at 810 N. 6th Ave. in Yakima.