

Housing and Redevelopment Authority of St. Cloud

Position Description

Job Title: Housing Intake Specialist Grade: 103
Exemption Status: Non-Exempt Department: Housing
Authorization: _____
Executive Director
Acknowledged: _____
Employee
Revised: July, 2023
January, 2024

Job Specifications

<u>Factor</u>	<u>Level</u>
Education:	High School
Job Related Experience:	2 years
Special Requirements:	Valid driver's license in the State of Minnesota
Supervision Given:	None
Supervision Received:	Senior Property Manager

Job Summary: The Housing Intake Specialist performs skilled administrative support conducting applicant and client interviews; collecting, verifying and processing information related to the client or applicant to determine initial and ongoing eligibility for housing. Working with diverse populations, including but not limited, clients with disabilities, of various age, race, religion, sexual orientation, and/or national origin. Assisting property managers with varied administrative work.

Essential Functions:

1. Sending out top of the list (TOL) letters, conducts interview, verifies income and assets, orders credit and criminal checks, and rental history; approves or denies applicant for housing according to Agency policies.
2. Assists with administrative duties.
3. Assists with physical inspections.
4. Assists with marketing and advertising of units.
5. Responds and gives priority to emergency situations as needed.
6. Inputs the opening and closing of work orders as needed.

Non-Essential Job Duties:

7. Performs related work as required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Activity</i>	<i>Frequency</i>	<i>Activity</i>	<i>Frequency</i>
Sit	Frequently	Using hands to finger, handle or feel	Continuously
Stand	Occasionally	Carry/Lift up to 10 lbs.	Frequently
Tasting/smelling	Occasionally	Carry/Lift up to 50 lbs.	Occasionally
Walk	Occasionally	Speaking or hearing	Continuously
Stoop, kneel, crouch or crawl	Occasionally	Repetitive motions	Frequently
Exposure to wet, humid conditions (non-weather)	Occasionally	Pushing/pulling	Occasionally
Exposure to blood-borne pathogens	Occasionally	Required to wear specialized personal protective equipment	Occasionally
Reaching with hands and arms	Occasionally	Exposure to outdoor weather conditions	Occasionally

Vision requirements: standard

Vocal communication: required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly

Hearing: required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound

Sensory utilization: requires preparing and analyzing written or computer data; visual inspection involving small defects and/or small parts; operating machines; operating motor vehicles or equipment; observing general surroundings and activities

Noise level: moderate