

Working at Helena Housing Authority (HHA) offers the opportunity to positively impact the lives of residents and to serve the Helena Community.  HHA offers a challenging and dynamic work environment that allows you to succeed.  Team members work together on a variety of projects to meet our common goal of providing safe and affordable housing and related services to eligible, working families, the elderly, and the disabled.

HHA is seeking energetic, service-oriented individual to join our team as an **Intake Specialist.** This position will provide customer service to clients looking for rental assistance in the Helena community. The position will explain program requirements and procedures, collect applicant information, determine eligibility for public housing and the voucher programs, and maintain applicant records. The position will also conduct client orientations and move-in inspections. Position reports to the Operations Manager.

**Qualifications to Join our Team:**

The position requires education and experience equivalent to an associate degree with coursework in human services, business, communication and/or office technology, and two years’ experience in social service, housing, customer service, and/or office management. Attention to detail, customer service, communication, math, and office software skills required. Possession of, or ability to obtain, a valid driver’s license with an acceptable driving record; and the ability to pass a criminal background check.

**Opportunities:**

HHA offers a competitive wage with opportunity for career advancement through our Housing Choice Voucher Specialist Career Ladder.

**Pay Range:**

Starting pay is $18.00 to $19.74 depending on qualifications plus a generous benefit package.

**Benefit Package includes:**

Health, Vision and Dental Insurance with contributions to a health savings plan

Short-Term Disability

Life, and Accidental Death & Dismemberment with optional coverages

Montana Public Employees Retirement and Deferred Compensation plans

**Paid leave program including 11 Holidays, 12 days of sick leave and 15 days of vacation leave per year.**

**Public Service Loan Forgiveness (PSLF):** - Employment with Helena Housing Authority may qualify you to receive student loan forgiveness under the PSLF. Check if you qualify at <https://myfedloan.org/borrowers/special-programs>

**To apply:**

Please submit **a cover letter, resume and completed HHA Application Form** (Attention: HHA Intake Specialist) either electronically to khoxie@cmsmontana.com or by mail to P.O. Box 1251, Helena, MT 59624. Applications must be received by 3 P.M. March 4, 2022 to be considered for the next round of screenings. If a suitable candidate is found in that screening, no further consideration will be made of applications received after that date. The position remains open until filled. HHA is an Equal Opportunity Employer.

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We look forward to talking to you.

**Questions:** Please call 442-4934 or email [khoxie@cmsmontana.com](mailto:khoxie@cmsmontana.com)

**Application:**

Download a copy of the [HHA Electronic Employment Application](http://hhamt.org/wp-content/uploads/2015/02/HHA-Employment-Application.pdf). For optimum formatting, please save the file to your computer before filling out the application. If you do not have Adobe Acrobat Reader, [download it now](http://www.adobe.com/products/reader/).