

# CITY OF TEMPE

## Temporary Employment Opportunity



Department • Division • Address • Telephone • TDD (480) 350-8400

### Temporary Housing Services Specialist II – Housing Navigator

City of Tempe / Human Services/Housing Services Division

**Opening Date:** 4/16/18

**Closing Date:** Open until the needs of the City are met.

**Hourly Wage:** \$27.92/hour

**Work Schedule:** Monday through Friday, 8:00am – 5:00pm

**This is a Temporary Non-Benefitted position.**

#### Experience & Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in social work, human services, sociology, public administration, or degree related to the core functions of this position.
- Two years of experience as an Apartment Locator or Housing Navigator
- Two years of experience working with affordable housing programs, housing revitalization, the Housing Choice Voucher Program, and/or CDBG/HOME programs is preferred.
- Bilingual skills are desirable.

#### Licenses/Certifications:

- Housing or Assisted Housing Certifications may be required to be obtained within the probationary period.

#### Essential Job Functions:

- Assist clients in leasing quality housing that meets their needs within the established housing subsidy, including assisting with housing search and completion of necessary paperwork.
- Identify and pursue opportunities to increase housing choices for clients.
- Assist clients in accessing financial assistance from community programs for covering security deposits, moving expenses, etc.
- Build relationships with landlords and property owners.
- Develop service/needs assessment plans to identify and address barriers to housing.
- Provide transportation to clients during housing search process.

#### Applicant Requirement:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

**SUBMIT APPLICATION TO:  
City of Tempe  
Housing Services Department/Housing  
3500 S. Rural Rd., #202  
Tempe, Arizona 85281**

**For questions, please contact:  
Theresa James, Housing Services Supervisor  
[theresa\\_james@tempe.gov](mailto:theresa_james@tempe.gov)/480-858-2360**

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