

## **Housing Authority of Americus seeking an HCV Case Manager**

The Housing Authority of the City of Americus is seeking a qualified individual for the position of HCV (Section 8) Case Manager.

This is a full-time administrative position which includes scheduling re-certifications for residents and conducting the re-certifications. Also, responsibilities include determining interim adjustments in rent and housing assistance payments. Successful applicant will also be responsible for assisting in preparing periodic reports and statements required in the HCV Program.

Education and experience requirements include graduation from high school or vocational school, knowledge of computers and MS Office products, and the ability to work well with participants and property owners. Applicants must have a valid Class C or better driver's license and have a driver's record with no major violations. Starting salary \$18.40 per hour at 40 Hours weekly.

Interested persons must submit a resume for the position and mail it to: Housing Authority of Americus, Attn: Employment, 825 Mayo St., Americus, Ga. 31709 or email to Penny McPeek [pmcpeek@americuspha.org](mailto:pmcpeek@americuspha.org).

Resumes must be received by Thursday, January 25, 2024, at 5:00 p.m. local time. Successful applicant will have to successfully complete a drug screening test, a criminal background check, a driver's history check, and a credit review. The Housing Authority is an Equal Opportunity Employer.