



Join Our Team!

Are you passionate about making a positive difference through your work? Do you believe stable housing is a foundation for opportunity? Then the Ferndale Housing Commission has a place on our team for you!

Position & Program Overview

We are looking for a part-time Housing Specialist (about 20 hours per week, flexible schedule) to work with families in our Housing Choice Voucher (Section 8) program. Our HCV/Section 8 program has 975 vouchers, with around 925 active at this time. As our program grows, there may be opportunity for the position to become full-time.

The Housing Specialist will coordinate all aspects of an assigned case load including leading group meetings, conducting individual family interviews, carefully handling a detailed, complex, and time-sensitive administrative process, and working with families, landlord/management to resolve challenging issues. Your work will involve processing annual re-certifications, and assisting families with interim changes as needed. A complete job description is available on our website.

Pay/Benefits

We offer a competitive hourly rate (negotiable, depending upon your experience and qualifications) and paid time-off (14 holidays, sick time, vacation time). You will also have access to an employee-funded retirement savings program (457 plan) if you choose to participate. There are no health insurance benefits available to part-time staff.

Requirements

Requirements include an Associate's Degree and three or more years of related experience, or an equivalent combination of education and experience.

How to Apply

Go to Ferndalehousing.com and print our standard employment application. Send a cover letter, your completed application (and resume if you have one!) to: hvanpoucker@ferndalehousing.com

OR:

Ferndale Housing Commission
ATTN: Heather Van Poucker
415 Withington
Ferndale, MI 48220

PLEASE NO CALLS.