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## **JOB DESCRIPTION HOUSING ELIGIBILITY SPECIALIST**

Settlement Housing Fund, a New York City non-profit developer of affordable housing, is seeking an eligibility specialist to assist in the rent up of affordable apartments, primarily by screening and processing applicants. The ideal candidate will have a college degree and at least two years of relevant work experience. Settlement Housing Fund (SHF), established in 1969, creates and sustains high quality affordable housing and programs, building strong and economically diverse neighborhoods throughout New York City. SHF works closely with community partners to provide low- and moderate-income New Yorkers with pathways to long-term affordable housing, education, employment and wellness. SHF also manages housing lotteries for private developers constructing mixed income apartment buildings with government funding, including programs known as 80/20s.

### **Duties include:**

- Interviewing and screening applicants about their financial and employment history
- Obtaining detailed financial, tax, employment and other personal documentation from the applicant and from employers and banks
- Calculating financial data and analyzing personal information such as work history
- Assisting with housing lotteries
- Determining eligibility for affordable housing based on regulatory and programmatic requirements
- Responding to questions from applicants
- Some data entry

### **Required skills:**

- Computer literacy Microsoft Office Suite
- Excellent mathematical, writing, oral communication skills
- Attention to detail and excellent follow-through
- Ability to understand complicated government regulations and rules pertaining to the housing programs
- Ability to multi-task and work in a dynamic, busy workplace and to be flexible to changing needs of department
- Able to work both independently and as part of a team
- Able to relate to persons of diverse backgrounds and to discuss sensitive personal information with applicants

### **Additional qualifications:**

- Bookkeeping and customer service skills a plus
- Experience with the federal low income housing tax credit program a plus
- Fluency in a second language a plus

Salary commensurate with experience. Settlement Housing Fund offers excellent benefits to employees upon successful completion of a probationary period. To apply, email cover letter and resume to [Jobs@shfinc.org](mailto:Jobs@shfinc.org). Indicate "Housing Eligibility Specialist" in the subject line. No calls please.

Settlement Housing Fund is an Equal Opportunity Employer.

### **Job Function:**

Administration, affordable housing, customer service, real estate, low-income housing, claims examining, eligibility

### **Owner's areas of focus:**

housing, housing development, homelessness, community development