

CAREER OPPORTUNITY

Wait List Coordinator

Position Summary:

The primary purpose of this position is to perform administrative tasks supporting TGHA's Housing Choice Voucher Program (HCVP). The incumbent completes wait list duties in accordance with HUD regulatory requirements and TGHA standard operating procedures. This position ensures quality control in a range of transactions and may recommend adjustments to Applicant files.

Example Listing of Tasks:

- Determine applicant eligibility for admissions. To include background, sex offender, EIV, and debts owed checks.
- Processes applications/missing documents
- Processes application updates
- Track and provide weekly updates of wait list statuses
- Process incoming mail and fax
- Scan documents to a secure drive
- Prepare and send letters for all ineligible applicants
- Prepare letters for all returned applications
- File and document all letters mailed out by subject
- Prepare, track and mail denial letters
- Reference Administrative Plan for any unanswered or questionable issues
- Take and Return incoming wait list calls and emails
- Assist Waitlist Coordinator conducting briefings
- Manage the daily operation and compliance of wait list in accordance with the Administrative Plan and HUD's rules and regulations

Desired Applicant:

High school diploma or GED and a minimum of two (2) years of administrative experience supporting the Housing Choice Voucher Program or other housing program. An equivalent combination of education and experience may be considered.



To Apply:

Please email your cover letter and resume to employment@tgha.net with "Property Manager" in the subject line.

Job Description:

To view a complete job description, visit www.tgha.net/career-opportunities. Please do not contact TGHA directly.

Deadline to Apply:

Until Filled

TGHA is an Equal Opportunity Employer and provides Equal Housing Opportunities



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