

York County Community Action Corp.

Rent Relief Specialist

Job Description

REPORTS TO: Rent Relief Assistant Manager

STATUS: Full Time/hourly

PAY GRADE: 3

EMPLOYMENT PERIOD: Nonexempt/Full Time

PURPOSE: Collaborates with staff while providing clerical assistance to the Rent Relief Program.

RESPONSIBILITIES:

1. Ability to clearly explain program requirements to applicants.
2. Gathers the necessary documents and information to complete an application.
3. Collates and reviews required documentation for applications.
4. Provides appropriate referrals to other departments within the agency.
5. Attend staff meetings and other program trainings as needed.
6. Supports the mission of the organization in supporting both the coordination and integration of services and programs.
7. Performs other duties as assigned, or as necessary to fulfill the position.

QUALIFICATIONS:

1. Ability to clearly explain program requirements and accurately transcribe and document the information necessary to process application in a timely fashion.
2. Ability to organize and review data for accuracy and completeness.
3. Possess excellent math skills
4. Possess exemplary customer services skills
5. Must enjoy serving others and working in a collaborative environment.
6. Working knowledge of office equipment, including Microsoft Office, Excel, Word and Outlook.
7. Ability to perform work, attend staff meetings and trainings in an office or a remote environment as required.
8. Ability to multitask in a fast pace environment.
9. Ability to pay close attention to detail and retain information.
10. Must not have an active record on the System for Awards Management (SAM) website.

Qualifications and responsibilities are essential functions of the job.

Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations/Special Initiatives Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	<input type="radio"/>	Sitting	F	N (Not applicable)
Carrying	<input type="radio"/>	Standing	<input type="radio"/>	O (Occasionally) on/off up to 3 hrs. per day
Driving	<input type="radio"/>	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	<input type="radio"/>	Walking	<input type="radio"/>	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	20 lbs or less	<input type="radio"/>	
Kneeling	<input type="radio"/>	<u>Push/Pull</u>		
Reaching	<input type="radio"/>	12 lbs or less	<input type="radio"/>	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Rent Relief Specialist** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or with-out notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: _____

Employee Signature: _____ Date: _____