



100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411

Homes. People. Partnerships. Good. www.homesforgood.org



Homes for Good is searching for Housing Specialists to join our team!

HOUSING SPECIALIST

**** INTERNAL RECRUITMENT ****

Posting # 02.02.2026

Salary - \$24.11 to \$32.33 per hour (\$50,148.80 to \$67,246.40 per year)

WHO WE ARE

Homes for Good Housing Agency is a high performing public housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income Lane County residents access and maintain affordable housing.

Homes for Good has been and will continue to implement a workplace culture change that includes increased emphasis on racial justice, customer service, quality control, and compliance. Homes for Good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a mission driven organization.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

Homes for Good is an equal opportunity employer, committed to Diversity, Equity & Inclusion throughout our organization and within our hiring and promotional practices. We endeavor to hire a workforce that is representative of the communities we serve, with an understanding that a diverse and inclusive staff will strengthen our Agency. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or national origin.

OUR RENT ASSISTANCE TEAM

Our Rent Assistance Division is responsible for the intake and administration of various types of rental assistance offered by Homes for Good, serving over 3,000 low-income Lane County residents. The division is comprised of a team of Housing Specialists, Inspectors, Office Assistants, a Landlord Liaison, Data Analyst, Program Supervisor and Division Director. We believe that safe and affordable housing should be accessible to all, and that we should strive to be an excellent partner in the process of serving our clients.

WHAT YOU WILL DO FOR OUR TEAM

As a key role in our Rent Assistance Division, the Housing Specialist manages a caseload of approximately 450-550 low-income clients in Lane County. This position handles the complete administration of rental assistance programs in accordance with HUD regulations and agency policies.

DUTIES

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Monitoring participant eligibility.
- Responding to and processing requests for recertification of family composition and/or income from families.
- Developing and maintaining appropriate files and records.
- Certifying eligibility within program and Agency timelines.
- Reviewing, evaluating and verifying participant information including household composition, income, medical expenses, assets, deductions and other related eligibility documents in accordance with HUD regulations and agency policies.
- Entering applicant/participant information electronically.
- Coordinating information with other staff members regarding participant issues.
- Explaining transfer process including participant responsibilities.
- Processing transfer requests from participants.
- Communicating with co-workers, participants, owners and other community members.
- Ensuring necessary documents are completed, legible, and signed.
- Answering questions regarding income and family composition.
- Conducting group or individual briefings in compliance with HUD rules and regulations and Agency policies and procedures.
- Explaining lease agreement provisions, contractual obligation and HQS requirements.
- Following policies and regulations in accordance with the Agency's Administrative Plan.
- Performs other duties as assigned.

WHAT WE ARE LOOKING FOR

We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we encourage you to apply.

Please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us at hr@homesforgood.org.

IDEAL QUALIFICATIONS

The candidate will likely have knowledge and experience in the following areas:

- Managing a caseload of approximately 450 to 550+ families.
- Learn which community agencies, programs and resources are available to program participants and provide appropriate referrals.
- Learn, interpret and apply HUD program rules and regulations and Agency policies and procedures.
- Learn and apply hearing policies and procedures.
- Investigate fraud allegations and recommend corrective action necessary to resolve the issues.
- Respond to requests and inquires in a timely manner.
- Prepare and maintain accurate and complete records and reports.
- Recognize the value of individual and cultural difference and create a work environment where individual's differences are valued.
- Experience in conducting research to determine the reasonableness of the rent.

EXPERIENCE & TRAINING GUIDELINES

Any combination of experience and training that would provide the knowledge, skills and abilities to perform the job is sufficient. Typical combinations of training and experience would be:

EXPERIENCE

Three or more years of responsible community or social service experience with an emphasis on verifying documents for on-going program eligibility and income calculations. Additional experience working with property owners and managers is preferred.

TRAINING

Equivalent to the completion of the 12th grade. Additional specialized training in social services, a related field and/or property management is desirable.

SUBSTITUTION:

Any combination of experience and education on a year for year basis up to a maximum of four years of responsible accounting and/or administrative experience may be substituted for the education required provided that the knowledge, skills and abilities to perform the work has been demonstrated.

LICENSE OR CERTIFICATE:

This position has no license or certification requirements upon hire.

The selected candidate must become a certified "Rent Calculation Specialist" within six (6) months of employment. Homes for Good will be responsible for providing the training, and for the costs associated with the certification.

WHAT'S IN IT FOR YOU?

COMPENSATION: The pay range for this position is **\$24.11 to \$32.33 per hour (\$50,148.80 to \$67,246.40 per year)** with a generous benefits package which includes paid health, dental and vision insurance for you and your family after one month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

Homes for Good offers a family friendly environment with flexible scheduling options, generous paid time off (PTO) program starting at 17.33 hours per month and paid family leave.

WE'RE THRILLED THAT YOU ARE CONSIDERING APPLYING FOR THIS POSITION!

PLEASE READ THE DETAILS BELOW FOR INSTRUCTIONS ON HOW TO APPLY FOR THE ROLE

APPLICATION PROCEDURE:

This recruitment is only open to internal candidates.

[Click here](#) to complete an online application.

Applications will be reviewed for relevant experience, education, and training.

The best-qualified applicants may be invited to complete further testing, which may consist of any combination of written, oral, performance exercises and/or skills testing. Responses to supplemental questions are required if applicable.

POSTING DATE: Monday, February 2, 2026

CLOSING DATE: Sunday, February 8, 2026

This position is represented by AFSCME Local 3267.

Note: *This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good will establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have applied. Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This position specification is not an employment agreement or contract. Homes for Good has the exclusive right to alter this position specification at any time, without notice. This position specification is not an employment agreement or contract. Homes for Good has the exclusive right to alter this position specification at any time, without notice.*