

# **JOB POSTING**

The below job posting will run in the Sandusky Register May 11 - 13, 2018.  
It has also been posted on Ohio Means Jobs' website.

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## **Voucher Program Case Manager**

Erie Metropolitan Housing Authority (EMHA) seeks a qualified Voucher Program Case Manager to be responsible for performing interviews of applicants and assisting with issuance and certification of Housing Choice Vouchers. Responsibilities include: applicant file maintenance and follow-up, vacancy coverage, filing, clerical, and receptionist duties. Qualified applicants must have superior skills in the areas of computers, software, mathematics, typing, communication and office practices. Ability to lift 45 lbs. High school graduate or equivalency required; post-secondary education is preferred. Must possess valid Ohio vehicle operator's license and insurable under EMHA carrier. Must be able to pass job certification examinations. Experience required: Two-years of prior experience in general office work; housing experience and additional education are preferred. This is a bargaining unit position with a probationary rate of \$12.12 per hour.

Submit resume with cover letter to ATTN: Executive Director; EMHA; [322 Warren Street, Sandusky, OH 44870](#) or by fax to [\(419\) 621-4254](#). Resumes will be accepted until 4:00 PM on Friday, May 18, 2018. No phone calls. **EOE**