



Douglas County Housing Authority

3211 N 90th Street • Omaha, NE 68134
Phone: (402) 444-6203 • Fax: (402) 444-6600
www.douglascountyhousing.com

Position: Full-time Section 8 Housing Specialist

Key Responsibilities:

Case Management & Compliance

- Process tenant files for annual, interims, and rent increases.
- Portability of files to other housing authorities.
- Collecting and verifying income, family composition, and background data to calculate assistance levels accurately.
- Perform in-take interviews.
- Assist with the preparation, formatting, and distribution of required client notices.
- Create, update, and organized client files.
- Periodically cover the reception desk.

Qualifications:

- Must be able to work independently with minimal supervision.
- Must be an initiative-taker capable of managing tasks autonomously.
- Must be a team-player with the ability to collaborate effectively across departments.
- You must thrive in high-pressure environments and be able to manage high-stress situations.

Compensation & Benefits:

- Hourly Wage: \$22.00 per hour
- This position is Monday-Friday 8:00 am-4:30 pm with no overtime anticipated.
- DCHA offers a comprehensive benefits package, including medical, pension & other benefits.

How to Apply:

Please submit your resume to Beverly@douglascountyhousing.com



This institution is an equal opportunity housing provider and employer.