

POSITION OPENING: **Housing Inspector**

DEPARTMENT: **Asset Management/Section 8**

APPLICATION DEADLINE: **Until filled**

HOUSING INSPECTOR: Under general supervision, the purpose of the position is to perform inspections for the HPHA. Employees in this classification perform skilled work. Position is responsible for performing initial inspections, special inspections, and maintenance checks for repairs for houses, apartments, and SRO.

Inspects houses, apartments, and SRO and ensures rent is comparable to condition. Prepares data reports concerning inspections and inputs inspection data into computer system. Conducts annual inspections on all housing for Housing Authority. Conducts special inspections on vacant and problem housing. Inspects maintenance repairs performed. Answers phone calls relating to inspections. Updates rent comparable. Plans and organizes inspection of Section 8 and public housing units. Coordinates and schedules Section 8 inspections; (new, portable-in, special, failure inspections), inspection Section 8 housing units; preparing inspection and failure reports. . Communicates with the general public, applicants, participants and landlord property owners in order to conduct inspection of Section 8 and PH units. Performs related duties as directed;

MINIMUM TRAINING AND EXPERIENCE: Vocational/Technical degree with training emphasis in construction and building; supplemented by minimum three (3) to five (5) years previous experience and/or training that includes HQS, building and construction inspections, and housing types; or any equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS: Must possess a valid driver's license issued by the State of North Carolina with good driving record. **Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (5-50 pounds)

POSITION OPENING: Scholar Advisor
DEPARTMENT: Resident Services
APPLICATION DEADLINE: Until filled

SCHOLAR ADVISOR - Under general supervision, the purpose of the position is to assist student residents and their parents in successful academic careers. Employees in this classification perform counseling and clerical work. Position is responsible for assisting residents, summarizing and preparing reports; and entering various data into computer system. Performs related work as directed.

1. Work with school-based team and CIS Coordinator, counselors, vocational staff and teacher to deliver orientation and programming (college, and corporate tours, speakers, etc.) that will communicate the High Point Scholars philosophy to students and families.
2. Serve as primary mentor in helping students construct career development plans that include post-secondary education as a means to realizing personal goals.
3. Set-up field trips and enrichment activities to help the student access and value post-secondary education and training.
4. Identify students for and enroll 7th grade students in the High Point Scholars Program.
5. Educate parents and students about the importance of the course selection process.
6. Inform and encourage scholar participation in summer enrichment programs offered on college and university campuses.
7. Help students complete college applications, SAT applications, admission tests, financial aid applications and the identification of funding resources.
8. Strengthen linkage to vocational technical education programming by:
 - o Mobilizing community resources (part-time jobs, shadowing, and internships)
 - o Assessing students' aptitudes and interests
 - o Exposing students to options and linking options to comprehensive career plans
9. Assist students and their families in financial planning that supports post-secondary goals.
10. Help parents to understand their child's career plan and their role in realizing that goal.
11. Utilize Future Centers (Discovery Centers) at each school to access resources.
12. Consult with school guidance counselors to ensure that students are enrolled in appropriate high school courses to achieve their career goals.
13. Advise CIS school team of special services and support needed by High Point Scholar students.
14. Render services from assigned community sites a minimum of one day per week, whereby work schedule is adjusted to work evening hours up to approximately 7:00 p.m.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in education or sociology or related field with four (4) years or more experience and/or training; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Must possess a valid driver's license issued by the State of North Carolina and good driving record.

POSITION OPENING: **Accounting Clerk (Accounts Receivable)**

DEPARTMENT: **Finance**

APPLICATION DEADLINE: **Until filled**

Accounting Clerk (Accounts Receivable): Under general supervision, the purpose of the position is to prepare and maintain accounting records and perform clerical duties. Employees in this classification perform routine accounting/clerical work. Position is responsible for maintaining and balancing active and inactive residents' accounts; prepare end-of-the-month ledgers; and prepare journal vouchers concerning these accounts.

Duties include but are not limited to:

- Prepares rent statements for active and inactive residents; answers rental references by phone or mail; explains rent statement changes to residents or managers; prepares payment history for IRS or Department of Social Services; and sets up monthly installments for residents.
- Enters a variety of data and/or information into computer system including, but not limited to: utility readings for each resident, residents moving in, residents moving out, residents transferring to new units of housing, adjustment packets, daily cash receipt packet, etc.; and prepares letters to residents with utility and work order changes.
- Manages postage machine and balances all Public Housing and Section 8 New Construction tenants' accounts for Housing Authority.
- Answers credit questionnaires by phone or mail. Prepares, processes, and/or mails various documents such as bad debts letters, write-offs to turn into the Board, bank drafts, HUD report, bank draft cash receipts packet, student loan accounts, end-of-the-month ledgers, end-of-the-year closings, etc; refund checks.
- Sends bad debts to Collection Bureau; sends letters for NSF checks and debits accounts; prepare daily bank deposits,
- Loads, separates, folds, and mails rent statements, utility and work order letters, and delinquent letters.
- Creates journal vouchers; gets information and copies for audit; and requests refunds from accounts payable.
- Records tenants' rent; answers tenant questions; makes necessary adjustments.
- Records payments by voucher (from DSS and Salvation Army) and files claim requesting payment.
- Records payments on court list residents.
- Maintains files for accounts receivables and prints and files delinquent reports.
- Answers phone calls concerning active and inactive accounts.
- Assigns general ledger account numbers to the Section 8 New Construction Housing Assistance Payments (HAP) deposits.
- Performs related work as directed.

Minimum qualifications include: High school diploma or GED; supplemented by up to one (1) to two (2) years previous experience and/or training involving accounting, accounts receivable, or bookkeeping work and public housing experience. Proficiency and experience using Microsoft Office software including Excel and Word are required.

HOW TO APPLY: * COMPLETE THE APPLICATION AND SUBMIT WITH RESUME TO: DIRECTOR OF HR, HIGH POINT HOUSING AUTHORITY, P. O. BOX 1779, HIGH POINT, NC 27261 – OR – * PICK UP AN EMPLOYMENT APPLICATION FROM THE HPHA OFFICE AT 500 E. RUSSELL AVENUE, HIGH POINT, NC 27260 AND SUBMIT WITH RESUME

– OR – *APPLICATIONS, RESUMES AND SALARY INFORMATION MAY BE SENT VIA INTERNET TO
RMATTHEWS@HPHA.NET.

-- OR --

* APPLY ONLINE AT
[HTTPS://WWW.HPHA.NET/EMPLOYMENTAPPLICATION.PDF](https://www.hpha.net/employmentapplication.pdf) ALWAYS INCLUDE SALARY HISTORY AND REQUIREMENTS. A COMPLETED APPLICATION IS REQUIRED FOR CONSIDERATION.