

Brockton Housing Authority
Family Self Sufficiency Public Housing Program Aide

The Brockton Housing Authority is accepting applications for the temporary position of Public Housing Program Aide. This is a responsible administrative and clerical position. The incumbent is primarily responsible for the various administrative and clerical functions with regard to the Family Self Sufficiency Program (FSS). This program is designed to increase the self-sufficiency of low income families and decrease their need of public assistance. This position is funded through a one year grant to the Authority by the U. S. Dept. of Housing & Urban Development (HUD). The incumbent must have the ability to implement regulations promulgated by HUD and the direction set by the FSS Coordinator. An Associates Degree from an accredited two year college or university, preferably in psychology, sociology, social services, human services or related field and considerable knowledge of modern office procedures practices and equipment required. The incumbent must possess the ability to communicate in a courteous, efficient and professional manner with employees and the general public; demonstrated knowledge of personal computer and Microsoft applications including word processing, database, spreadsheet applications, email, Internet, etc.; and the ability to maintain detailed files and make them readily available upon request

Salary **\$34,267 - \$37,246**

All interested applicants should send a cover letter and resume to The Brockton Housing Authority Attention; Richard Sergi, Executive Director, at 45 Goddard Rd Brockton, MA 02301. Closing date for applications is Friday, September 30, 2011, 3:30PM, any applications postmarked after this date will not be considered. The Brockton Housing Authority is an Equal Opportunity Employer