



ABILENE HOUSING AUTHORITY

Job Description

Position: LRPB Counselor I
Reports To: LRPB Assistant Manager
Position Type: Hourly

Program Affiliation: Low Rent Public Housing (LRPB)
Salary Range: \$16.50 – \$24.23
Revision Date: June 2026

Essential Functions (include, but are not necessarily limited to):

The Low Rent Public Housing (LRPB) Counselor will be responsible for the following tasks:

- Update and evaluate eligibility of program participants including eligibility for continuing participation following clearly defined policies and procedures interview housing applicants;
- Investigate and verify applicant and participant information for accuracy and completeness;
- Gather pertinent information concerning such factors as income, employment, financial obligations, and family composition of the applicants, recipients, employers, other public agencies, doctors' offices, hospitals, and other sources;
- Preparing packets for Re-certifications and New Applicants;
- Conduct client briefings at New Admission and annually at next Reexamination;
- Answering Phones;
- Receiving Rent Payments (receipts);
- Taking Work Order Information (via phone & person) and Preparing Paperwork;
- Data entry of Rent Payments;
- Become familiar with policies set forth in CFR, Administrative Plan, and other HUD notices and handbooks as it relates to Low Rent program;
- Closing Registers & Preparing Monthly Statements;
- Ordering and Tracking Supply Inventory;
- Assist with preparation of Monthly Status Report and other Special Reports;
- Attending Training as required;
- Assisting with Preparation of Special Reports and other duties as assigned.

Minimum Qualifications:

Candidate must have an Associate's degree and/or equivalent education and work experience, be comfortable working in a fast-paced environment with deadlines, be able to read and interpret new policies and procedures, possess excellent verbal and written communication skills, have a working knowledge of Microsoft Word, Excel and PowerPoint (Access is a plus) as well as great customer service/people skills.

Required Certifications:

1. Public Housing Specialist
2. Public Housing Rent Calculation

(Must be obtained within the first year of employment.)

Benefits:

Full Benefits – health, dental, vision, life insurance, ten paid holidays and retirement package provided.