

INTAKE ELIGIBILITY SPECIALIST

The Cheboygan Housing Commission (CHC) has a part-time position available for a customer service-oriented professional. In this role, you will be responsible for interacting with residents, clients, and the general public. The position coordinates the application and eligibility processes, handles information requests, and provides program explanations for applicants, participants, agencies, and the public.

Strong organizational skills are essential, as you will need to plan and manage a steady workload, and quickly identify priorities in a fast-paced office environment. Excellent interpersonal and communication skills, both written and verbal, are required to effectively engage with a diverse clientele. Proficiency in computer skills, data management, and file organization is also necessary.

At the Cheboygan Housing Commission, we believe that teamwork and success are built on a foundation of diversity and equality. In compliance with the law, we are committed to providing equal employment opportunities for all applicants and employees and maintaining a work environment free of unlawful discrimination. Please submit a completed application to danielle.brach@cheboyganhousing.org or to chris@cheboyganhousing.org. The Housing Authority's webpage has some technical issues at the moment so the job applications are available on the City of Cheboygan's webpage www.cheboygan.org. The application period is open until filled.