



Opportunities, Inc.

JOB OPENING ANNOUNCEMENT – STAFF/PUBLIC

September 18th— 27th, 2024 or until filled



Job Title: Housing Technician

Salary: \$20.00 plus Benefits (First year: 15 days annual leave; 12 days sick leave; 11 holidays, Health, Dental, Retirement, Vision, etc.)

Overall Responsibilities

1. Facilitate the services of the Housing Department and Section 8 Housing to address individual and family needs.
2. Conduct customer intake and determine eligibility of agency services, as well as other available services.
3. Maintain and update appropriate customer information.
4. Complete necessary and required forms and reports and conduct briefing meetings.
5. Conduct family profile and identify all family needs, met and unmet, assist in development of family goals and provide assistance and encouragement to their accomplishment towards family self-sufficiency.
6. Will be expected to become completely familiar with agency's mission and philosophy, and fully participate in promoting accomplishment of agency's goals and objectives.
7. Be an advocate for the low and fixed income individuals, and promote social and economic justice.

Qualifications:

1. Must be able to perform each essential duty satisfactorily.
2. Effective interviewing techniques.
3. Knowledge of city, county, state agencies, programs, and their services.
4. Good oral and written communication skills.
5. Ability to organize group action.
6. Computer training and experience.
7. Ability to keep records.
8. Ability to communicate effectively with people from various social and economic backgrounds.
9. Car, valid Montana driver's license and liability insurance.
10. Insurable driving record.
11. May require evening, weekend and out of town travel and meetings.

An Opportunities, Inc. Employment Application must be completed for consideration. You may request a complete job description by calling 406-761-0310, or stop by 905 1st Ave. North, Great Falls, MT, 59401. Applications accepted until 4:00p.m., September 27, 2024 or until filled "EOE" M/F"

Applications may be faxed to (406) 315-3139. Scanned pdf applications may be emailed to hr@gfoppinc.org or you may mail applications to Opportunities, Inc., PO Box 2289, Great Falls, MT, 59403, Attention: HR Department.