HAJC | Housing Authority of Jackson County

Job Posting

Case Coordinator - Section 8 Housing Vouchers

Worksite Location: On Site at 2251 Table Rock Rd, Medford, OR 97501
Work Schedule: Full time at 40 hours per week – non-exempt
Pay: $3,795 - $4,971 per month (This range represents steps 1-7)
Application Deadline: Open until filled
Number of openings: 2

Do you have a passion for serving others and ensuring equitable access to housing? Join the Housing Authority of Jackson County (HAJC) as a **Housing Choice Voucher Coordinator** and play a vital role in helping low-income families secure safe, affordable homes. The Housing Authority offers an excellent benefit package, including low medical, dental and vision insurance premiums, even for family coverage! Three weeks' vacation accrual starting out, and you can use it as you accrue it; there's no waiting period! PERS retirement benefits, sick time, and so much more!

About the Role

As a Housing Choice Voucher (HCV) Coordinator, you'll be the primary point of contact for 300–400 program participants. You'll manage continued eligibility for rental assistance, calculate rent subsidies, support participant moves, and ensure compliance with federal regulations. This is meaningful work that blends case management, customer service, and detail-oriented administration, all in support of housing stability for our community members.

What You'll Do

- Conduct annual and interim eligibility reviews
- Verify income, assets, and household status
- Calculate rental assistance and manage subsidy updates
- Assist participants and landlords through moves or transfers
- Investigate fraud or discrepancies and process terminations if needed
- Communicate regularly with clients, landlords, and team members
- Keep current on HUD regulations and HAJC policies

What You Bring

- A **Bachelor's degree** in Human Services, Business Administration, or related field (or equivalent experience)
- **4+ years** working with elderly, disabled, or low-income populations in a social service or public agency setting
- Strong communication, problem-solving, and organizational skills

- Familiarity with Microsoft Office Suite and case management best practices
- **Bilingual applicants are strongly encouraged to apply**

We Want You to Apply:
Even if you don't meet every qualification, we encourage you to apply. Studies show that women and people of color are less likely to apply for jobs unless they meet every qualification. We are committed to finding the best person for this role, even if you come from a less traditional background. Use your cover letter to tell us how your experiences align with this opportunity.

Benefits

- Federal Holidays Observed
- PERS Eligible position
- Low-cost family medical, dental, and vision insurance
- Sick leave
- Annual leave
- Learn more here

Equal Opportunity Employer

HAJC is an equal opportunity employer. The agency does not discriminate in any employment practice, including recruitment, promotion, and selection, on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, national origin, marital status, age, disability, genetic information, veteran or uniformed service member status, expunged juvenile record, domestic violence, harassment, sexual assault, or stalking victim status, injured worker status, or any other classification protected by applicable federal, state, or local law. This commitment applies without exception to every recruitment, promotion, and selection decision.

APPLY HERE