



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

Looking for an opportunity to work for an organization that really makes a difference in the lives of others? Look no further. Come work with our team as a Relocation Specialist at the Clermont Metropolitan Housing Authority (CMHA)! In this role, you will perform a variety of duties related to permanent resident relocation including educating residents about their relocation opportunities, alternatives, rights, and responsibilities; present relocation information at community wide meetings; council residents one-on-one and work with moving companies, utility providers, apartment managers, etc. You will ensure a smooth relocation process for residents and their belongings, assist in conducting community surveys, support residents with completing housing applications, and ensure compliance with regulatory requirements. In this context, the incumbent in this position will collaborate with others at all levels of the organization and with external stakeholders in the consideration of significant goals, concepts, initiatives, and other activities that profoundly affect CMHA, its employees, and the people that it serves.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Two (2) years of paid work experience in providing relocation assistance, or property management, assisted housing, or similar activity. Up to four (4) years of secondary education may be substituted for a comparable amount of work experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Be able to work professionally and effectively with clients, co-workers, and others in stressful and emotional situations with significant benefits at stake, while ensuring compliance with program requirements and accuracy of work product.
- Read, analyze, and interpret complex relocation rules, regulations, and plans and can communicate them in simple language to a wide variety of audiences.
- Provide support to Property Managers and resources and assistance to all CMHA portfolios in relocating residents who may face relocation due to disposition of CMHA units.
- Work effectively with people from diverse social, economic, and racial backgrounds.
- Must be able to meet deadlines and be able to associate well with clients to ensure that the relocation process works to fit their requirements, but above all, be sensitive to their needs both personally and professionally.
- The Relocation Consultant must be organized and able to multitask to coordinate the move process smoothly.
- You must be able to negotiate and problem solve effectively and be able to identify a situation that may be proving stressful to the client or their family regarding the move.
- You must be proficient in Microsoft Office and any other software relevant to being a Relocation Consultant.

PAY

Negotiable based on prior work experience and education. This is a contract position and the individual selected will not be a CMHA employee. The relocation work should be at least 6-9 months.



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DEADLINE

Please submit your resume and pay requirements to Clermont Metropolitan Housing Authority

Attention: Alicia Morlatt, Executive Director 65 S Market St Batavia, OH 45103

Or by email at amorlatt@clermontmha.org Subject Should Read: Relocation Consultant

No later than 12:00 p.m. on 9/25/2023