



KERA Processing Team Supervisor, Topeka, KS

KHRC is looking for a Processing Team Supervisor for the Kansas Emergency Rental Assistance Program (KERA). This position will:

- Be responsible for the KERA Processing Team Leads and Staff.
- Ensure staff comply with all KERA objectives, performance standards and policies.
- Develop, implement, and review policies and procedures to ensure any changes in the program are current.
- Answer questions elevated by Processing Team Leads.
- Identify operational issues and suggest possible improvements.

Knowledge, Skills and Experience

Bachelor's degree in a related field and two years of experience leading and managing teams. A combination of education and experience may be accepted as determined relevant by KHRC.

What we offer:

Paid Time Off
Discretionary Day
Paid Holidays
Paid Maternity/ Paternity Leave
Medical, Dental, and Vision Insurance Retirement Plan
Tuition Assistance
Paid Covered Parking

Resumes will be accepted until Friday, May 7, 2021

KHRC has implemented procedures to minimize the risk of exposure to COVID by practicing social distancing, reduced customer capacity, face mask policy and enhanced cleaning procedures. All interviews are fully remote.

Kansas Housing Resources Corporation

We help Kansans access the safe, affordable housing they need and the dignity they deserve.

KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, its services, programs and activities.

TO APPLY, SEND COVER LETTER
AND RESUME TO:

Gina Coffman

Director of Human Resources
611 S Kansas Avenue, Suite 300
Topeka, KS 66603

PHONE:
785-217-2009

WEBSITE:
kshousingcorp.org

EMAIL:
gcoffman@kshousingcorp.org

Pay for this position is
\$50,000 to \$65,000 annually,
depending upon experience.