



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
\$18.00/hourly.

KERA Program Associates

Topeka, KS

KHRC is looking for Program Associates for the Kansas Emergency Rental Assistance Program (KERA). These positions will:

- Process the tenant applications and ensure applications submit the correct documents.
- Contact applicants who submitted incomplete documents and/or verification and obtain the correct documents.
- Utilize software, databases, telephone scripts, and tools appropriately.
- Handle and resolve questions regarding the KERA program by researching required information using available resources.
- Engage in active listening with callers, confirming or clarifying information and diffusing callers, as needed.

Knowledge, Skills and Experience

High school diploma or GED required along with experience with Microsoft office suite. 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 Sunday, September 5, 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.