



TBRA Eligibility Specialist Part-Time

The San Benito Housing Authority is seeking an individual as the TBRA Eligibility Specialist which will be responsible for processing applications for rental and utility assistance through the Texas Department of Housing & Community Affairs' Tenant-Based Rental Assistance COVID-19 Program. Ideal candidates should possess:

- Two years experience or Associates degree in human services or related field, **OR** combination of experience and education
- Ability to communicate clearly and concisely, both orally and in writing, English and Spanish
- Wide range of administrative skills
- The ability to maintain required records such as applicant files
- Excellent organization skills
- Knowledge of Microsoft office software and have strong computer skills
- Ability to meet and deal tactfully with the public, applicants and fellow employees
- Valid Texas driver's license

Submit application and resume to:

1400 N. Reagan

San Benito, TX

Or via email at: info@sanbenitohousing.com

956-399-7501

For more information and employment application, visit

www.sanbenitohousing.com/employment