



RECRUITMENT ANNOUNCEMENT PUBLIC HOUSING ADMISSIONS COUNSELOR

The Housing Authority of the City of Brunswick (BHA) provides quality, affordable housing assistance programs to low-income families residing in Brunswick and Glynn County, GA, and administers the following programs: Low Income Public Housing; Capital Fund Program; Housing Choice Voucher Program; and Business Activities including privately owned apartments, and participation in joint venture and tax credit property.

Join our team and help families find a place to call home. We are seeking a detail-oriented, customer-focused **Public Housing Admissions Counselor** to support our mission of providing safe, affordable housing to our community. If you believe in equitable access to housing and enjoy working directly with the public, this is an opportunity to make a meaningful impact every day.

Essential Functions

- Assist applicants throughout the public housing admissions process with professionalism, empathy, and efficiency.
- Conduct eligibility interviews and verify applicant information, including income, household composition, and required documentation.
- Process applications, determine program eligibility, and issue admissions decisions in accordance with HUD and housing authority policies.
- Ensures a fair and impartial process for the placement of waiting list candidates into available units.
- Monitors and manages the program applicant waiting list
- Maintain accurate, confidential case files in compliance with federal, state, and agency regulations.
- Provide clear guidance on program requirements, waitlist status, timelines, and next steps.
- Collaborate with internal departments to ensure smooth move-ins and timely unit assignments.
- Deliver excellent customer service in person, by phone, and via email.

Minimum Requirements

High school diploma or GED supplemented by two years of sufficient experience to understand the basic principles relevant to the major duties of the position. The successful candidate must possess strong computer skills and ability to use case management systems; excellent communication, organizational, and problem-solving abilities; and the ability to maintain confidentiality and handle sensitive situations with tact. Possession of or ability to readily obtain Fair Housing, Rent

Calculation, and EIV certifications as required. May be required to possess and maintain a valid driver's license.

Compensation and Benefits

BHA offers an exceptional compensation and benefits package. The minimum salary for this position is \$18.12 per hour (\$37,691.17 annualized). The successful candidate is eligible for all benefits afforded to full-time employees including health, vision and dental insurance, disability insurance, deferred compensation and pension, and a generous leave package.

How To Apply

Applicants should complete an application for employment and attach a résumé at <https://www.brunswickpha.org/job-application> by 5:00 pm on Monday, March 23, 2026.