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Homes for Good is seeking a Rent Assistance Program Manager to join our team!

RENT ASSISTANCE PROGRAM MANAGER

Posting # 02.04.2026

Salary - \$74,663.06 - \$100,055.54 annually

WHO WE ARE

Homes for Good Housing Agency is the Public Housing Authority (PHA) for Lane County, Oregon. Our primary work is to help low-income community members with the logistics of affordable housing. At a higher level, we are neighbors united to get every Lane County resident who needs help into a home.

Our programs provide housing and rental assistance to over 5,000 families in Lane County through voucher-based subsidies and Agency-owned public, multi-family and affordable housing communities.

In addition to rental assistance, our team provides resources to program participants and residents including but not limited to general resident support, Permanent Supportive Housing (PSH) programming, Weatherization assistance and HUD's [Family Self-Sufficiency Program](#).

Homes for Good is an equal opportunity employer, committed to Diversity, Equity & Inclusion throughout our organization and within our hiring and promotional practices. We endeavor to hire a workforce that is representative of the communities we serve, with an understanding that a diverse and inclusive staff will strengthen our Agency. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or national origin.

OUR RENT ASSISTANCE DIVISION TEAM

Homes for Good's Rent Assistance team works at the heart of our mission, supporting individuals and families who are low-income, experiencing homelessness, or living with disabilities through housing assistance programs. The team partners with participants, landlords, and community organizations to make sure people can move into housing, stay housed, and navigate challenges when they arise.

We believe housing is a human right, and we approach this work with care, professionalism, and a focus on expanding access and opportunity for the people we serve.

WHAT YOU WILL DO FOR OUR TEAM

As the Rent Assistance Program Manager, you will support Homes for Good's mission by managing, supervising and coordinating program development, organization, staffing, services and operations within their program area. This position works to ensure the delivery of innovative client services, programs and work quality compliance with Homes for Good's administrative plan, program rules, regulations, policies and procedures.

As a key leadership role, the Rent Assistance Program Manager supports a team within their program area, including communicating clear expectations, providing performance guidance & support, coaching & counseling and professional development opportunities.

DUTIES: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Supervises, coordinates, assigns work and provides support for program staff.
- Oversees program operations, staffing and compliance with policies & procedures.
- Directs, coordinated and reviews the work of assigned staff; assigned work activities and projects; monitors workflows, reviews and evaluates work performance, and meets with staff regularly to identify and resolve problems.
- Reviews and audits staff work product for quality control.
- Receives, reviews and responds to complaints and concerns from potential and current participants, staff and/or community partners, conducts inquiries and mediates resolutions consistent with Homes for Good's policies and guidelines.
- Participates in services and/or program termination hearings and informal file reviews, document findings and recommendations.
- Oversees program or program audits or housing reviews and inspections; coordinates and monitors initial and annual quality control inspections; ensures program or housing quality is consistent with mandated guidelines.
- Oversees provider or participant eligibility and recertification processes and be responsible for matters such as file audits for transfers, terminations, reasonable accommodations requests, and complaints; identifies potential performance problems and process and evaluates requests and implements decisions, always being aware of opportunities for individual and/or department improvements.
- Coordinates programs with those of other divisions, departments and outside agencies and organizations.
- Provides assistance to the Rent Assistance Division Director; prepares and presents program reports and other necessary correspondence.
- Ensures that all required supporting documents, files, logs and records are properly maintained; prepares and coordinates various administrative and statistical reports relating to Homes for Good clients and programs within area of assignment.
- Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of housing and rent assistance.
- Responds to program questions and inquiries from other agencies, organizations and individuals regarding program guidelines and regulations; assists with identifying and accessing additional services.
- Selects, evaluates and supervises assigned staff; assigns work and ensures appropriate training is provided; recommends and administers disciplinary action when appropriate; handles sensitive personnel matters; exercises full supervision over direct reports.
- Participates in a variety of committees and ad hoc work groups as required or assigned; participates in organization-wide projects, work groups and events related to Agency operations.
- Performs other related duties as assigned.

WHAT WE ARE LOOKING FOR

We recognize that strong candidates come from a wide range of backgrounds and experiences—not all of which follow a traditional career path. If you meet many of the qualifications and believe you would be a good fit for this role, we encourage you to apply.

Please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us at hr@homesforgood.org.

IDEAL QUALIFICATIONS:

This role requires a strong working knowledge of how complex social service and public programs operate, including eligibility, participant services, community partnerships, and the regulatory framework that governs publicly funded work. The Program Manager must understand the real-world challenges faced by low-income households, including economic, social, and mental health factors, and be able to apply agency policies and public-sector requirements in a practical, consistent way using modern systems and tools.

The successful candidate will also bring experience leading and supporting staff in a people-centered environment. This includes setting clear expectations, providing training and feedback, navigating changing priorities, and communicating effectively with participants, service providers, and colleagues across the organization. The role requires sound judgment, adaptability, and a commitment to Homes for Good's mission and to housing as a human right.

EXPERIENCE & TRAINING GUIDELINES:

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure and/or certifications for someone to be successful in the position. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a bachelor's degree from an accredited college or University with major coursework in social services or related field.

Experience:

At least three years of increasingly responsible experience in social services working with homeless or at-risk of homelessness low-income families and/or individuals with disabilities, direct client service, program development, planning and implementation and at least one year of management/supervisory responsibilities.

Substitution:

Any combination of experience and education on a year for year basis up to a maximum of four years of responsible professional, technical, analytical and/or administrative experience may be substituted for the education requirement provided that the knowledge, skills and abilities to perform the work have been demonstrated.

LICENSE or CERTIFICATE:

The ability to drive Agency vehicles during the course of work, and the possession or ability to obtain a valid State of Oregon vehicle driver's license and be insurable at standard rates is preferred for this role but not required.

WHAT'S IN IT FOR YOU?

COMPENSATION: The pay range for this position is \$74,663.06 - \$100,055.54 annually (\$2,871.66 - \$3,848.29 bi-weekly) with a generous benefits package which includes paid health, dental and vision insurance for you and your family after one month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

Homes for Good offers a family friendly environment with flexible scheduling options, generous paid time off (PTO) program starting at six weeks annually.

WE'RE THRILLED THAT YOU ARE CONSIDERING APPLYING FOR THIS POSITION!

PLEASE READ THE DETAILS BELOW FOR INSTRUCTIONS ON HOW TO APPLY FOR THE ROLE

APPLICATION PROCEDURE:

XXXClick here to complete an online application.

To be considered for this position, please complete the full application, including submitting a resume and a cover letter. Your cover letter is an important part of the review process and should describe how your experience and interests align with this role and Homes for Good's mission. Applications that are complete and thoughtfully prepared help us better understand your qualifications and will be given full consideration.

The best-qualified applicants may be invited to complete further testing, which may consist of any combination of written, oral, performance exercises and/or skills testing. Responses to supplemental questions are required if applicable.

POSTING DATE: Wednesday February 4, 2026

CLOSING DATE: Open until filled. First round of application review will begin on Wednesday February 18, 2026.

Note: This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good will establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application. If you require a reasonable accommodation, please contact us at hr@homesforgood.org or at (541) 682-2520, and we can work on making our hiring process more accessible for you.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Homes for Good has the exclusive right to alter this position specification at any time, without notice.