

CHATTANOOGA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

JAMES H. LEVINE, CHAIRPERSON
EDNA E. VARNER, VICE-CHAIRPERSON
CARL W. HENDERSON
EDDIE F. HOLMES
ADAM KINSEY
JEFFERY McCLENDON
JAMES F. SATTLER



ELIZABETH F. MCCRIGHT
EXECUTIVE DIRECTOR

801 N. HOLTZCLAW AVENUE
CHATTANOOGA, TN 37404-1236
TEL (423) 668-2374
FAX (423) 668-2374
TN Relay Svc 711
www.chahousing.org

MAILING ADDRESS
P.O. BOX 1486
CHATTANOOGA, TN 37401-1486

JOB OPENING

POSITION TITLE: Fraud Investigator (Non- Law Enforcement)

Salary Range: \$27,418.85-\$62,485.62

The Chattanooga Housing Authority (CHA) seeks a qualified individual for the full-time position of Fraud Investigator to investigate complaints of fraud committed by tenants, voucher holders, and property owners participating in CHA's housing programs.

The primary responsibilities include, but are not limited to: examining and analyzing financial, public and/or agency records; monitoring the Enterprise Income Verification database for possible program fraud; conducting in-person, on-site, and/or telephonic interviews of subjects of investigations and/or witnesses; contacting third parties for additional information as needed; maintaining investigative records; preparing investigative reports; making recommendations as to appropriate action to be taken following investigation; executing repayment agreements to recapture overpayments; providing testimony concerning investigative activities in administrative hearings and in court proceedings; and performing other duties as assigned.

Minimum qualifications: bachelor's degree in criminal justice from an accredited college or university or related field is desired and three years prior experience in the criminal justice field. Excellent writing skills, oral communication skills, and the ability to empathize and build rapport with clients and their families is required. A broad awareness of community resources relevant to clients' needs is a plus. Knowledge of local, state, and federal laws governing public and other subsidized housing programs is preferred, but not required.

Send a cover letter explaining your interest in this position and a resume or completed CHA application to: Chattanooga Housing Authority, P.O. Box 1486, Chattanooga, TN 37401, Attn: Human Resources or e-mail to hr@chahousing.org. CHA applications and a comprehensive list of employee benefits can be located at <https://www.chahousing.org/jobs>. Applications will be accepted until the position is filled.

Equal Opportunity Employer