

# Mika McClain

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## Summary of Qualifications and Skills

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- Employed in public housing field for 19 years
- Certify and recertify potential and current residents
- Submit work orders and requests for services for residents
- Work well with others toward a common goal of excellence
- Interface with all levels of management
- Read, analyze, and interpret professional journals, governmental regulations.
- Computer Literate
- Write reports, business correspondence

## Professional Experience:

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Louisville Metro Housing Authority Louisville, KY

### **Section 8 Recertification Specialist**

1998-1999

- Conducted briefings to explain Section 8 program to new voucher holders
- Assigned vouchers
- Performed annual recertification of income
- Liaison between tenant and landlord

### **Occupancy Interviewer**

1999-2006

- Determined applicant eligibility for public housing according to HUD rules and policies
- Conducted background checks
- Computed rent in proportion to applicant's income
- Notified eligible applicant of vacancy and assignment procedures
- Family Unification Program caseworker
- Sober Living caseworker

### **Housing Services Specialist**

2006-2015

- Assisted with the collection and recording of rent
- Provided property management and maintenance information to residents
- Conducted eligibility interviews and investigate prospective tenants and applicants
- Inspected housing units citing lease violations of housing standards or federal codes and ordinances
- Prepared and maintained records, reports, work orders, correspondence, and forms
- Worked with property manager to discuss violations and solutions
- Performed annual recertifications

**Senior Social Worker**

2015 to Present

- Assist tenants in developing a social service plan to achieve their goals and objectives
- Assess the needs of clients and their families experiencing complex socio-economic problems
- Coordinate referrals, services, and activities with social service providers
- Identify barriers to achieving family self sufficiency

**Activities**

- Western Branch Library Support Association
- Concerned Association of Russell Residents
- Bridges of Hope Neighborhood Community Council
- Build a Bed
- Choice Neighborhoods task force member

**Education:**

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B.A. History  
B.A. English

University of Kentucky  
Lexington, Kentucky

**Reference:** Available upon request