



## Rockwall Housing Authority

Where everyday is a new beginning

### **Housing Specialist (Part-Time)**

**Rockwall Housing Authority – Rockwall, TX**

**Pay:** \$18.00 – \$19.00 per hour

**Schedule:** Monday – Thursday, 8:00 AM – 4:00 PM

**Benefits:** None (Part-Time Position)

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### **Job Summary**

The Rockwall Housing Authority is seeking a detail-oriented Housing Specialist to assist with eligibility, recertifications, and participant services for the Housing Choice Voucher (HCV) and Public Housing programs.

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### **Key Responsibilities**

- Determine eligibility for housing assistance programs
  - Conduct applicant interviews and process admissions
  - Verify income, assets, and household information
  - Perform annual and interim recertifications
  - Calculate rent and Housing Assistance Payments (HAP)
  - Process changes in income and household composition
  - Maintain accurate files and data in housing systems
  - Assist with audits and compliance reviews
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### **Qualifications**

- High school diploma or GED required
- 2+ years of experience in housing, property management, or social services preferred
- HUD certification (or ability to obtain within 12 months) preferred
- Knowledge of HUD regulations, HOTMA, and NSPIRE a plus
- Strong organizational and communication skills
- Proficiency in Microsoft Office

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## **Work Environment**

- Office setting with occasional site visits
- Must be able to sit, stand, and walk for extended periods

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## **How to Apply**

Apply in person at:  
**Rockwall Housing Authority**  
100 Lake Meadows  
Rockwall, TX 75087