



An Equal Opportunity Employer



The Colorado Springs Housing Authority

### JOB ANNOUNCEMENT

Posting Date: **October 30, 2020**

Closing Date: **November 4, 2020**

#### **Housing Specialist Assistant / Intake**

Starting Salary: **\$16.84 Hourly, \$2,918.93/monthly**

**OPEN COMPETITIVE**

FLSA Status: **Non-Exempt**

**JOB SUMMARY:** Housing Specialist Assistant will conduct comprehensive reviews and research applicant, participant, tenant files to ensure eligibility and compliance. Conduct meetings to ensure policies are being applied and followed. Review and verify interim reexamination packets. Coordinate activities in housing programs; interview applicants and participants; determine eligibility; explain program requirements. Issue warnings or notices of intent to terminate or deny housing assistance as deemed appropriate.

#### **ESSENTIAL FUNCTIONS:**

- May communicate inspection dates to participants and/or landlords.
- Review and verify interim re-certifications for assigned program area. Respond to participant inquires for procedural matters and confer with staff for appropriate action.
- Prepare and scan highly sensitive and confidential files for Housing Specialists or management.
- Interpret, explain and apply provisions of laws, rules and regulations related to housing assistance programs and assistance. May issue vouchers as needed and send the appropriate related correspondence.
- Conduct meetings with applicants and/or tenants related to housing programs. May assist in leasing procedure to include showing units.
- Maintain a variety of reports, files and records; enter all data into computerized system.
- Prepare and send correspondence as required. Assist in the development and maintenance of policies and procedures related to compliance issues.
- Attend and participate in professional group meetings; stay abreast of new trends, innovations and legislation in the field of housing and social services.
- Research, analyze, and prepare/present documentation for participant terminations/denials and informal hearings.
- Obtain third party verification of income, expenses and assets for annual and interim changes.
- Collects, reviews, and verifies documentation to ensure applicants meet HUD standards, such as; family composition, income, asset and expense information, citizenship, background information and reasonable accommodations.

**MINIMUM QUALIFICATIONS:** Two (2) years related experience and training to include property management and or government funded programs. Possession of or ability to obtain certification of Eligibility, Income and Rent Calculation (NAHRO), or ability to obtain within one year of hire; possess or can obtain the Housing Specialist Certification.

**PREFERRED QUALIFICATIONS:** Associate degree in social work, psychology, sociology, business or related field and a minimum of two (2) years related experience and training to include property management and or government funded programs. Possession of or ability to obtain certification of Eligibility, Income and Rent Calculation (NAHRO), or ability to obtain within one year of hire; possess or can obtain the Housing Specialist Certification.

#### **Note:**

1. The Housing Authority is independently governed by a Board of Commissioners and, individuals employed by this agency are not employees of the City of Colorado Springs.
2. This position is engaged in the performance of work funded by a federal grant subject to the requirements of the Drug Free Workplace Act of 1988.
3. Filling of this position will be subject to Section 3 requirements as directed by the Department of Housing and Urban Development. Additional information will be required following submission of an initial application from the applicant if chosen for an interview. For more information about Section 3 requirements, please go to <http://www.hud.gov/offices/fheo/section3/section3.cfm>.

**All fields in the application must be completed, including the Work Experience section, or your application may not be considered, even if accompanied by a resume. Application can be found at [www.csha.us](http://www.csha.us) or [Click Here](#)**