



Colorado Springs Housing Authority  
An Equal Opportunity Employer

## Housing Programs Specialist

Posting Date: **August 15, 2022**

Closing Date: **August 19, 2022**

### **Internal Promotional and External**

Salary Range: **\$4064.66 - \$5082.13/month**

Status: **Non-Exempt**

#### **JOB SUMMARY:**

To oversee and participate in the activities and services of the Project Based Vouchers, Tenant Based Rental Assistance (TBRA/HOME), Mod Rehab, Mod Rehab SRO, VA Shelter Plus Care and other Public Housing and rental assistance programs; S8 Voucher program assistance as assigned.

Verify applicant data; determine program eligibility; provide highly responsible and complex support to higher level management staff. Tenant, landlord and community relations coordinator; manage concerns, issues and complaints; serve as liaison for referrals between tenants, landlords and outside agencies.

Quality Control of tenant files to ensure compliance with various programs according to pertinent Federal, State and local laws, codes, regulations and Housing Authority policies and procedures.

Perform hearing officer duties for informal reviews and/or informal hearings as needed. Conduct public informational sessions for various program processes; tenant, landlord, community agencies, etc. Submit contract and grant applications and process renewals.

Back-up for Housing Specialist's and Departmental Supervisor as needed.

Serve as liaison for HUD as needed.

Compile and submit data for various program reports according to policies, procedures and regulatory requirements.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with major course work in social work, public administration, behavioral sciences or related field; or equivalent to a bachelor's degree with a minimum of five (5) years' proven experience in related area.

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 <https://www.hud.gov/section3>

**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 by taking a photo of the following QR Code:**

