



COLORADO
SPRINGS
HOUSING
AUTHORITY

An Equal Opportunity Employer

The Colorado Springs Housing Authority

Posting Date: **May 9, 2024**

Closing Date: **May 13, 2024**

Housing Specialist Assistant / Intake □ Asset Management

Starting Salary: **\$3,293.33 /monthly**

INTERNAL Promotional/External

Opportunity

FLSA Status: **Non-Exempt**

JOB SUMMARY: Housing Specialist Assistant/Intake 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 and intake 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:

- Perform intake responsibilities to include determining eligibility for families selected from the waiting list and completing the application process.
- Review and verify interim and intake 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.
- Screen office, telephone calls, and e-mails; respond to complaints and requests for information on regulations, procedures, systems, and precedents related to assigned responsibilities.
- Conduct meetings with applicants and/or tenants related to housing programs. If applicable, assist in leasing procedure to include showing units.
- Maintain a variety of reports, files, and records; enter all data into computer database.
- Prepare and send necessary 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 other community resources.
- Research, analyze, and prepare/present documentation for participant terminations/denials and informal hearings.
- Obtain third party verification of income, expenses and assets for Intake, annual and interim changes as applicable.
- 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.
- Communicate inspection dates to participants and/or landlords as applicable.
- Perform portability responsibilities to include processing requests for assistance under portability procedures, explain portability policies and procedures to include timely correspondence between initial or receiving PHA's. Communicate billing deadline requirements as applicable.

MINIMUM QUALIFICATIONS: Equivalent to the completion of the twelfth grade supplemented by additional specialized training in secretarial sciences, accounting, or other related fields.

Preferred Experience: Three (3) years related experience and training to include administrative, secretarial, and/or clerical experience.

All fields in the application must be completed by 11:59 pm on May 13th, 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 or by taking a photo of the following QR Code:



Note:

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>