



## Housing Specialist I - Section 8/Housing Choice Voucher

Posting Date: **April 25, 2024**

Closing Date: **May 1, 2024**

Salary Range: **\$3,815.06 month**

Status: **Non-Exempt**

**Open Competitive/External**

**JOB SUMMARY:** To oversee and participate in the activities and services of the Housing Choice Voucher Section 8 and other rental assistance programs; to verify application and recertification data and research; to determine program eligibility; and to provide highly responsible and complex administrative support to higher level management staff.

### **MINIMUM QUALIFICATIONS:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Preferred Education:** Equivalent to a bachelor's degree, or a bachelor's degree from an accredited college or university with major course work in social work, public administration, behavioral sciences, or a related field.

### **Preferred Training / Experience:**

One year of increasingly responsible property management or public housing program experience.

Housing Choice Voucher Occupancy, Eligibility, Income and Rent Calculation Certification and Training within 60 days of hire.

### **ESSENTIAL JOB FUNCTIONS:**

- Administer federally funded housing programs for low to moderate income families. Maintain financial reports and oversee program funding. Recover monies from non-compliant landlords and/or participants. Prepare repayment agreements and monitor collection efforts. When applicable, research, analyze and prepare documentation for participant terminations and informal hearings.
- Review, evaluate and process the applications of individuals desiring rental assistance from the Housing Authority; ensure that the application review process follows pertinent federal, state, and local laws, codes, and ordinances; verify that income and other data reported is accurate; prepare a variety of reports as requested.
- Answer questions and explain Housing Authority policies; resolve tenant concerns and issues; coordinate all related payments; consult other Housing Authority staff as needed.
- Review, evaluate and process the continued eligibility of participants. Interpret federal, state, and local laws, codes, and ordinances to ensure process compliance. Interview and counsel clients, communicate program requirements and calculate rental subsidies. Conduct meetings and workshops as needed.
- Verify third party verification of income, expenses and assets is obtained prior to performing eligibility certifications for assigned program area, verify income, and calculate rent.
- Prepare a variety of reports as requested; assist in the preparation of legal documents; coordinate the executor of lease agreements and related documents.
- Coordinate activities in the Housing Choice Voucher and other housing programs; interview applicants; determine eligibility; explain program requirements; calculate rent vouchers.
- Communicate clearly and concisely both orally and in writing to establish and maintain effective working relationships with participants, landlords and community agency representatives. Interact, empathize, and provide options for families in crisis situations to strengthen and create community.
- Maintain a variety of files and records; enter all data into computerized system.
- Provide staff training as assigned.
- Attend and participate in professional group meetings; stay abreast of current trends, innovations, and legislation in the field of housing and social services.
- Testify in court as an expert witness as required.
- Coordinate activities in various housing programs; interview applicants and participants; determine eligibility; explain program requirements; calculate rent subsidy; ensure timely inspections; serve as liaison between landlords and participants.
- Submit contract and grant applications and process renewals.
- May include working with partnering agencies to provide support and ensure compliance for rental assistance programs within and outside of the Housing Choice Voucher Program.

**All fields in the application must be completed by end of day on 5/1/2024, 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:**

