



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

Posting Date: **May 16, 2023**

Closing Date: **May 19, 2023**

**Open Competitive**

Salary Range: **\$3,815.06 - \$4,770.13/month**

Status: **Non-Exempt**

**JOB SUMMARY:** To oversee and participate in the activities and services of the Housing Choice Voucher Section 8 and 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:**

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, social work, behavioral sciences, or a related field.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

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

### **ESSENTIAL JOB FUNCTIONS:**

- Responsible for administering a federally funded housing program for low to moderate income families. Maintain financial reports and oversee program funding. Recover monies from non-compliant landlord's 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. Coordinate inspections and serve as a liaison between landlords and participants.
- Verify third party verification of income, expenses and assets was obtained prior to performing eligibility certifications for assigned program area, verify income, and calculate rent.
- Administer a high-volume caseload of participating households. Enter all pertinent data into computerized system. Monitor and finalize administrative reports. Prepare and obtain legal documents. Maintain federal deadlines, goals and housing quality standard; Maintain a variety of files and records; enter all data into computerized system.
- Coordinate activities in the Housing Choice Voucher and other housing programs; interview applicants; determine eligibility; explain program requirements; calculate rent vouchers; request and coordinate inspections; serve as liaison with landlords and tenants; conduct meetings and workshops as needed.
- 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.
- Participate in the training of staff as assigned.
- Testify in court as an expert witness as required.
- Perform related duties and responsibilities as required.

**All fields in the application must be completed by 11:59 pm on May 19th, 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:**



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>

