SOUTH METRO HOUSING OPTIONS

**JOB DESCRIPTION**

**TITLE:** Section 8 HCV Specialist **REPORTS TO:** Housing Programs Mgr.

**DATE REVISED:** November 17, 2017 **DEPARTMENT:** Housing

**Starting Wage Range:** $35,911 - $42,200 (DOE)

**GENERAL PURPOSE**

The position duties include a wide range of activities related to determining and documenting applicant and/or participant eligibility, income, rent and contractual relationships with owners in support of the Housing Choice Voucher (HCV) operations using written administrative policies and procedures. The position requires full accountability for assigned cases including accurate and complete files, resolution of customer service cases, and responsiveness to participant and landlord inquires.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Manage an assigned caseload of HCV participants;
* Conduct annual recertifications within required time frames, which includes determining housing assistance payment and tenant rent calculation;
* Complete interim recertifications as required, which includes determining housing assistance payment and tenant rent calculation;
* Monitor HQS inspections to ensure all units are inspected every 12 months;
* Failed HQS inspection must be processed in a timely manner, HAP will be abated, and repairs must be verified;
* Conduct participant briefings;
* Process and monitor participant moves to a new dwelling;
* Determine housing assistance payment and tenant rent calculation;
* Educate participants on program requirements and family obligations;
* Process all transactions within the PHA’s required business systems;
* Maintain accurate and complete applicant/participant files;
* Provide excellent customer service to participants, landlords, co-workers, clients and vendors;
* Conduct all job functions in alignment with the PHA’s Administrative Plan, HUD regulations and other state and local requirements;
* Obtain certification as Housing Choice Voucher Specialist within 120 days of employment;
* Ensure regular attendance and punctuality;
* Perform other duties as assigned;

**DESIRED QUALIFICATIONS:**

* Knowledge of Yardi, highly desirable.
* Bachelor’s degree (B.A.) from four-year College or University; or one to two years of progressively responsible work experience for a public agency, or related work in the social service or community service field preferred. Must have the ability to interpret and apply regulations pertaining to the program. Must be able to communicate effectively both orally and in writing and have excellent interpersonal skills and possess strong computer and organizational skills. Computer software proficiency in Microsoft Word, Excel, and Yardi Systems preferred*.*
* Multi- or Bi-Lingual capability is considered a plus.

**SECONDARY/RESPONSIBILITIES**

* Performs other duties as assigned by the Housing Programs Manager or designated supervisor or as requested by other members of the Housing Authority staff.

**REPORTING RELATIONSHIPS/SUPERVISORY DUTIES**

This Position Reports to: Housing Programs Manager

This Position has Supervisory Responsibility for: None.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES**

* Essential duties/activities for this position are performed in a standard indoor office environment.
* Approximately 85% of work is performed sitting; 10% of work performed standing; 5% of work performed walking.
* Essential duties include occasionally lifting and carrying files and other objects weighing 20 pounds or less.
* Physical activities required to perform essential duties include: hearing conversation, sufficient visual acuity to see people, objects and work products; reaching; and grasping.
* Physical activities that are performed occasionally in this position include: stooping, kneeling and crouching.

**FLSA CLASSIFICATION – Non-Exempt**

Based upon an examination and evaluation for this position and this job description, this position is considered to be non-exempt from the minimum wage, overtime, and/or compensatory time provisions of the Fair Labor Standards Act (FLSA).

I have reviewed and understand the essential functions of this job description and am able to perform each function with / without (circle one) accommodation. I further acknowledge that this job description is a general description of the duties of this position and changes in responsibilities may be required by my supervisor periodically.

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Signature Date

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