

Application Process Open Until Filled – reply to yrodriguez@bocahousing.org

HOUSING SPECIALIST POSITION Salary \$36,000-\$41,000

Benefits: Paid Annual/Sick/Holidays, Group Health/Dental/Vision, Defined Benefit Pension Plan

The Housing Specialist is responsible for performing all assigned duties, including, but not limited to interviewing applicants, processing applications, verifying income and determining eligibility, conducting briefings, issuing vouchers, processing recertifications, interim changes and/or moves.

Essential Duties Include:

Documents family composition, citizenship status, income, age, identity, assets and other information as required. Collect recertification information, including income and household changes.

- Obtains current, third party verification in accordance with program requirements and procedures.
 - Determines eligibility, calculates income allowances, assets, and rent and performs data entry.
- Calculates new Total Tenant Payments (TTP) and HAP payments for recertification.
- Notifies clients and owners of the results of annual recertification.
 - Monitor participant move and lease terminations.
 - Schedules clients for briefings to explain HUD guidelines. Conducts group or individual briefings.
- Describes the special mobility program, HCV program benefits, program rule and obligations and program processes.
- Issues vouchers.
 - Processes requests for tenancy approval submitted by voucher holders who locate a unit.
 - Coordinates activities with supervisor, counselors/case workers, inspectors, and other coworkers.
 - Performs timely and accurate data entry
 - Other duties as assigned

Experience:

- Two years plus year of experience working with HCV and Public Housing Files.
 - Section 8 HCV occupancy certification by Nan McKay is a plus.
 - One or more years of experience in an office or other environment requiring extensive public contact or customer service. Accounting, interviewing experience, and direct customer interfacing experience a plus.
- Experience beyond the minimum may be substituted for all or part of the educational requirement.

Knowledge, Skills, and Abilities:

- Knowledge of the HCV program requirements, policies, or procedures.
- Strong organizational, analytical and math skills.
- Ability to clearly explain program requirements to participants.
- Ability to maintain information on applicant processing, interviews conducted or subsidies issued.
- Ability to effectively communicate verbally, individually and in groups, with internal contacts, tenants, property owners, and other external contacts as appropriate.
- Ability to read, write and speak English.
- Ability to manipulate necessary office equipment, computers, and peripherals.
- Spanish/Creole, other language skills is a plus.