

SECTION 8 HOUSING SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs administrative work to determine continuing eligibility for Housing Choice Voucher program participants; performs related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for investigating, verifying, and certifying ongoing eligibility of Housing Choice Voucher program participants in accordance with Federal Regulations and internal policies. Duties also include calculating rent levels and adjustments, conducting annual recertification's of program participants, serving as a liaison between program participants and their landlords, and compiling data and completing reports. Tact, courtesy, and firmness must be exercised in dealing with residents. Work is performed under the supervision of the Section 8 Supervisor. Work is evaluated while in progress and upon completion for adherence to policy procedures and accuracy.

ESSENTIAL JOB FUNCTIONS:

Provides intensive case management for Section 8 tenants;

Reviews applications and other paperwork to determine continuing eligibility for Section 8 housing;

Uses independent judgement to determine when further information or investigation is necessary;

Performs mathematical calculations to accurately determine rent levels;

Updates records of family changes as necessary;

Updates participants' files;

Terminates participants from the Section 8 programs when they no longer qualify or when they are non-compliant;

Assists in resolving landlord/tenant issues and concerns regarding the Section 8 Program;

Terminates participants from the Section 8 programs when they no longer qualify or when they are non-compliant;

Communicates with other public offices such as social services and crisis ministry to determine the need of the applicant or tenant when necessary;

Files correspondence.

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS: This position involves sedentary work requiring the employee to occasionally exert up to 25 pounds of force and less force frequently to move objects. Physical activity related to this position may include climbing, fingering, feeling, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data and figures, do extensive reading, accounting functions, and use a computer terminal. An employee in this position will not substantially be exposed to adverse environmental conditions although the worker could be "reasonably anticipated" as a result of performing their job duties to face contact with blood and other potentially infectious materials.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of federal, state, and local policies, procedures, and laws relating to section 8 program and agency operations; considerable knowledge and skill in interviewing techniques and re-verification of resident need and confidential information; ability to multi-task in a fast-paced environment while maintaining accuracy, general knowledge of general office practices, intermediate level business math, and business English; some knowledge of available local public assistance programs; skill in the collections and manipulation of detailed data and the preparation of reports; skill in the efficient and accurate operation of office equipment including personal computers and related software, copiers, and calculators; ability to make accurate mathematical calculations; ability to follow written and oral instructions and to plan, organize, and execute work; ability to form effective working relationships with co-workers and to work with residents and landlords in a firm but tactful manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Associate Degree in Business Administration and five (5) years of progressive experience in Section 8 housing including contact with the public; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Section 8 Eligibility, Rent Calculation, and Occupancy Certification or the ability to obtain them within twelve (12) months of employment. Possession of a valid North Carolina or South Carolina driver's license.

To apply submit resume to g.n.campbell@ghanc.org