Job Title: HCV Specialist

Job Classification Code: 321

Reports to: HCV Manager

Employee Status: Hourly – Non-Exempt

Pay Scale: $41,600.00 - $45,760.00

Job Summary:

Under direct supervision of the HCV Director, performs duties to assist in the management and administration of the HCV. The HCV Specialist will be responsible for an assigned caseload. Management of this case load will include processing annual and interim reexaminations of participants for continued assistance, landlord and participant relations, and interaction with local and state community service and government agencies that may assist or benefit the program participants.

Education/Certification Requirements:

Person must possess or be able to obtain a Housing Choice Specialist Certification within 6 months.

Experience Requirements:

MUST have two years of experience working in the HCV Section 8 program/low income/affordable housing and/or customer service.

Qualifications:

This position requires a valid Florida driver's license and the ability to pass a pre-employment drug screening as well as be eligible for coverage under Authority fleet auto insurance.

Knowledge and Skills:
1. Strong organizational skills.
2. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
3. Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners or as set forth by HUD regulations.
4. Knowledge of the HCV Administrative Plan and Tenant Selection and Assignment Policies adopted by the Housing Authority.
5. Knowledge of the local, state and federal laws governing the public and other subsidized housing programs including health and fire regulations, landlord/tenant relationships, leasing of property

and evictions.

6. Knowledge of the organization and programs of other community agencies and groups that can assist the Authority and provide for the health, welfare educational and recreational needs of the residents.
7. Ability to work in less than ideal conditions, e.g. noise, high traffic areas, etc.

Duties/Responsibilities of Position:

1. Regularly schedule interviews, obtain income verifications, compute rents and utility allowances, properly notify residents of any rent changes and perform all tasks related to the timely conduct of initial, annual, and interim re-certifications in accordance with pre-established deadlines.
2. Explain policies and regulations to owners participating in or interested in the HCVP.
3. Provide counseling to participant families and refer families with multi-faceted concerns to the appropriate social services agencies.
4. Ensure that vouchers are issued timely and managed after issuance.
5. Assist vouch holders in finding acceptable units.
6. Process move ins and transfers as allowed by HUD regulations.
7. Assist in processing termination of assistance pursuant to established policies and procedures.
8. Provide information to participants of social services agencies as requested.
9. Assist in maintaining program statistics including rent reasonableness data, fair market rents, payment standards, utility allowances, income limits, and any other statistical data as may be required.
10. Process unreported income and set up repayment agreements.
11. Perform other duties as assigned by the supervisor.

Demands/Environment:

Work is principally sedentary, must be able to sit or stand for long periods as well as carry/handle file folders. Although it is usually in an area that is adequately cooled, heated, lighted, and ventilated. The person maybe exposed to repetitive motion, vision strain, noise, and verbal abuse on a regular basis.