

GEORGETOWN HOUSING AUTHORITY**Title: Section 8 Specialist****Supervisor: Director of Operation****Salary: 36,296-\$41,000****GENERAL SUMMARY**

Responsible for assisting low income families to obtain and maintain safe, decent, sanitary and affordable housing while promoting self-sufficiency in compliance with the Housing Choice Voucher (HCV) Program. The Housing Choice Voucher Specialist will perform a variety of tasks in determining the initial and continued eligibility of participant families; not limited to initial, annual and interim re-certifications, counseling with families to promote self-sufficiency activities; assisting families in relocating within jurisdiction or porting out; coordinating Housing Quality Standards (HQS) inspections with owners and landlords; mediating and resolving tenant and landlord conflicts; entering data and managing the housing database software program; and recommending families for termination or repayment agreements for noncompliance of program rules.

Duties and Responsibilities: *The following duties are not intended to serve as a comprehensive list of all duties performed in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position- specific duties.*

- Prepares application packets and takes applications for Section 8 program. Assists applicants in filling out application, reviews applications and determines bedroom size needed. Determines whether applicant meets eligibility requirements.
- Maintains waiting list current for prospective residents. Types labels and prepares file folders for new applicants. Maintains all client records on computer and compiles, posts and maintains data for computer program entry and updates information. Provides paperwork on former residents that re-apply for housing.
- Submits request and/or makes phone calls to verify applicant employment and income, checks for criminal history and transmits information on applicants with criminal history to appropriate personnel.
- Determines final eligibility of applicants to be selected as residents. Provides pre-occupancy orientation for new residents; explains lease and briefs them on Authority policies and procedures and provides information to clients about available housing options and how to choose quality housing.
- Conducts annual and interim reviews of resident's family income and household composition to determine continued eligibility and benefit level. Schedules re-exam appointment, collects documentation, makes revisions, calculates rent adjustments, and notifies residents and landlords in writing of changes.
- Updates and maintains current Housing Assistance Payment register and monitors HAP payments made to landlords. Reviews HAP payments and utility allowances monthly for accuracy.
- Writes up leases and contracts, obtains client and owner signatures, documents and compiles file, and submits for case screening. Inspects dwelling units. Corresponds with owners and tenants regarding inspections and performs re-inspections if necessary.
- Answers resident and landlord inquires and provides information on status of rent, damage claims, and mediates problems between tenants and owners. Establishes and maintains excellent working relationships with program clients and owners.
- Maintains current list of units available for lease and landlords currently in the Section 8 program.
- Provides clients with resources and referral information needed to work towards self sufficiency. Monitor family self-sufficiency families. Enroll families into FSS and maintains required number of families in FSS program.
- Performs clerical duties such as answering telephone, general typing, filing and mailing correspondence. Receives incoming mail and takes appropriate action or files necessary information into client files.
- Prepares monthly reports to advise supervisor of caseload status.

- Greets general public and assists them by checking routine records and files for requested information. Answers telephone requests concerning Section 8 program, the waiting list and requests for general information. Responsible for communicating with the general public, other agencies and organizations and prospective residents on eligibility requirements for Admissions and Continued Occupancy.
- Maintain monthly follow-ups with landlords on reports of move-outs by families and with participants reporting zero incomes.
- Stay abreast of changes and additions to city and HUD regulations, rules and guidelines.
- Performs other duties as assigned by supervisor.

Qualifications and Knowledge

- Knowledge of GHA organization, operations, policies and procedures.
- Knowledge of general office practices and procedures, business English and basic arithmetic.
- Knowledge of standard bookkeeping principles, practices, and techniques.
- Knowledge of HUD and Authority policies, procedures and practices pertaining to the Section 8 programs.
- Skill in operating general office machines and computers.
- Ability to communicate and relate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships with other employees and residents.
- Ability to perform repetitive and tedious job assignments accurately.
- Ability to write reports, complete forms, compose letters and effectively communicate both verbally and in writing.
- Ability to communicate in English and Spanish is highly desirable.
- Bondability.
- Valid Texas driver's license.
- Eligibility for coverage under Authority fleet auto insurance.
- Pass a drug test, criminal history background check.
- High School Diploma or G.E.D. and two years of increasingly responsible experience working in a housing assistance, real estate, property management or related social service department or organization, or an equivalent combination of education and experience.

Preferred:

- Bachelor's Degree from an accredited college or university with major coursework in Sociology, Psychology, social work and or law enforcement.

LICENSES AND CERTIFICATES

- HCV Occupancy, Eligibility, Income and Rent Calculations Certification, or ability to obtain within six months of employment

EQUAL OPPORTUNITY

THE HOUSING AUTHORITY OF THE CITY OF GEORGETOWN, TX WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, DISABILITY, SEXUAL PREFERENCE, GENDER IDENTITY, GENETIC INFORMATION, VETERAN STATUS, FAMILIAL STATUS OR AGE.