

HOUSING CHOICE VOUCHER OCCUPANCY SPECIALIST
(Salary range: \$32,500 -39,500)

POSITION SUMMARY:

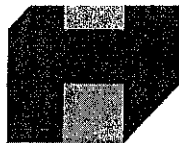
Under the direction of the Quality Control/HCV Coordinator, this position is responsible for determining the initial and on-going eligibility for participation in the Housing Choice Voucher (HCV) Program in accordance with the federal, state, local, and the Housing Authority of Fulton County (HAFC) requirements. The position will be filled on a temporary to permanent basis.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

A bachelor's degree in a related field from a four (4) year accredited institution plus two (2) years of related work experience is required or an equivalent combination of education and related work experience (HUD housing experience preferred). Knowledge of HUD and federal regulations as it relates to the Housing Choice Voucher/Section 8 Program, to include HUD forms, policies and procedures. Knowledge of the laws, rules, regulations, policies, and procedures relative to the management of HCV Program to include, eligibility requirements. **Preference is HCV Occupancy Specialist Certification from nationally recognized credentialing agency at hire.** Ability to obtain professional certification (HCV Specialist) within first four (4) months of employment if not certified at hire.

APPLICATION:

The position is open until filled. Please forward a letter of interest and resume via email to jobs01@hafc.org.

Position Description

JOB TITLE: HOUSING CHOICE VOUCHER OCCUPANCY SPECIALIST
(Salary range: \$32,500 -39,500)

REPORTS TO: HCV SUPERVISOR

DEPT. /DIVISION: RESIDENT SERVICES/HOUSING CHOICE VOUCHER

FLSA STATUS: EXEMPT

POSITION SUMMARY:

Under the direction of the HCV Supervisor, this position is responsible for determining the initial and on-going eligibility for participation in the Housing Choice Voucher (HCV)/Section 8 Program in accordance with the federal, state, local, and the Housing Authority of Fulton County (HAFC) requirements.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Negotiates and prepares Housing Assistance Payments contracts in accordance with the fair market rents, payment standards, rent reasonableness certification, utility allowances, and annual adjustment factors as prescribed by HUD.
2. Schedules and conducts eligibility and recertification interviews with applicants and/or program participants, processes and obtains third party verification for family income, assets, and allowances and calculates total tenant payment. Eligibility and recertification interviews will ensure that following:
 - Rent for unit is reasonable for each unit leased
 - Proper payment standards are utilized
 - Determine the appropriate voucher size for the family
 - Accurate verification of family income
 - Timely annual/interim reexaminations of family income and family composition
 - Correct calculation of the tenant share of the rent and the housing assistance payment
 - Correct and current schedule of allowances for tenant utility costs are utilized
3. Prepares required forms and correspondence as they relate to housing functions. Complete data entry on all assigned cases, and file maintenance in accordance with HUD regulations and HAFC policy.

8. Ability to interact with others (coworkers, supervisors, HAFC officials and the general public) to include courtesy, tact and diplomacy as needed to establish and maintain effective working relationships.
9. Ability to work independently with little supervision to include motivating self, managing time, and prioritizing as needed to determine which tasks require intervention by others and those that can be handled independently as needed to ensure work duties are completed in an accurate and timely manner. Strong attention to details, able to work in a fast-paced, time-sensitive environment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Ability to obtain professional certification (HCV Specialist) within first four (4) months of employment if not certified at hire. Additional training may be required as necessary to complete job functions and all training schedules will be at the direction of the HAFC. The HAFC will encumber the expense for the required (HCV Specialist) certification for the initial training (class and test). If the Occupancy Specialist is unable to receive the required certification within the designated time period, employment will be subsequently terminated.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive.

Computer, fax, copier, telephone, and other standard business office equipment.

SPECIAL REQUIREMENTS:

1. Possession of valid State of Georgia driver's license.
2. Ability to be covered under the Housing Authority's fidelity bond.
3. Ability to be insured by Agency's vehicle insurance carrier.

ACKNOWLEDGEMENT:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Employee Printed Name

Employee Signature

Date

- Uses correct grammar, spelling and punctuation
- Ensures information is accurate

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work. This skill is characterized by the following types of behaviors:

- Will not ignore a problem, even if it is not one's direct responsibility
- Anticipates and acts to avoid a future problem
- Reacts quickly and positively to customer and co-worker inquiries
- Puts the highest priority on accomplishing objectives
- Takes responsibility for one's own actions
- Ensures fair share of work is completed
- Appropriately shares credit for work and ideas with co-workers

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills - To perform this job successfully, an individual should have knowledge of spreadsheet software Excel, word processing software MS Word and knowledge of Tenmast software for designated area of responsibility.

ACKNOWLEDGEMENT:

This acknowledgement serves as my understanding of core competencies and requirements for this position. My signature below signifies that I have reviewed and understand the contents of expected competencies and behaviors for this position to which I will be held accountable for.

Employee Printed Name

Employee Signature

Date