

Alachua County Housing Authority

Job Description

Position: Housing Choice Voucher Specialist

Reports to: Housing Choice Voucher Director

Classification: Full-Time Fair Labor Standards Act (FLSA) Non-Exempt

Salary Range: \$39,520.00 - \$43,680.00

General Statement of Duties

Under the supervision of the Director of Voucher Programs, the Housing Choice Voucher Specialist is responsible for a wide range of activities related to determining and documenting participant eligibility, income, rent, and contractual relationships with owners. The Housing Choice Voucher Specialist will establish and maintain a positive working relationship with tenants, co-workers, the public, and representatives of community service agencies.

Qualifications

- A Bachelor's degree is preferred with an emphasis in business, public administration, or the behavioral sciences, or other related field from an accredited college or university
- Must have a minimum of a high school diploma and two (2) years of experience working in a Public Housing, Housing Choice Voucher Program, housing assistance, real estate, property management or related social service organization without a Bachelor's degree
- Strong written, verbal, analytical, technical and interpersonal skills, integrity and ethics
- Minimum of 2 years of experience in general office procedures and practices
- Possess or acquire a Housing Choice Voucher Specialist certification from a Department of Housing and Urban Development (HUD) approved organization, within one year and possess a thorough knowledge of housing rules and regulations

Knowledge, Skills, and Abilities

- Knowledge of housing quality standards, Fair Housing, Section 504 laws and reasonable accommodation requirements
- Knowledge of community resources
- Knowledge of general office practices and procedures
- Knowledge of computerized information systems and ability to use computer and office equipment such as a calculator, copier, telephone, and fax machine
- Ability to maintain strict confidentiality of all applicants and tenant records
- Ability to implement housing management procedures and policies
- Ability to organize, prioritize, and plan work effectively to meet deadlines
- Ability to read, interpret, and implement technical regulations from federal and state housing agencies
- Ability to analyze complex situations/problems and arrive at an appropriate resolution
- Ability to organize, prioritize and problem-solve work to meet deadlines

- Ability to write reports, complete forms, compose letters and effectively communicate both verbally and in writing
- Ability to communicate and relate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships with co-workers, residents and persons outside the Authority
- Ability to pass workplace drug screening, criminal screening, and license check
- Valid Florida driver's license and a good driving record (must maintain a good driving record and be insurable under Authority auto insurance as a condition of employment)

Responsibilities

- Respond to applicants, landlords, or other interested parties regarding program information and other similar inquiries in a professional and courteous manner
- Return calls to applicants, participants, and landlords within 24 hours
- Assist applicants and tenants complete housing form
- Determine applicant eligibility and conduct interviews with families
- Obtain third party verification of income and deductions (or documentation of why third party verifications are not present)
- Determine annual income in accordance with HUD regulations
- Obtain and review Enterprise Income Verification (EIV) to verify household income and/or identify discrepancies.
- Correctly calculate Adjusted Income, Total Tenant Payment (TTP), and utility reimbursements (if applicable) in accordance with HUD rules for initial, interim, and/or annual re-certifications and notify residents and owners in writing
- Track and compute Earned Income Disallowance (EID) for qualifying participants
- Conduct orientations for new tenants - informs tenants of rules and regulations governing occupancy and alert tenants to their rights and responsibilities
- Issue vouchers and brief voucher holders, emphasizing housing opportunities outside of areas of minority and low-income concentration
- Review leases to ensure they are in accordance with HUD regulations
- Setup and maintain accurate and complete files with all related program documents
- Verify accounts payable (IE: HAP, utility reimbursements, administrative fees, etc.) amounts are calculated and recorded in housing software for accuracy
- Work with HQS Inspectors to schedule initial move-in inspections
- Complete annual re-certification's in a timely manner to ensure that notices of rent increases are provided at least 30 days before the anniversary date
- Complete Interim Re-Examination upon change in household (income or composition)
- Ensure correct utility allowance is utilized
- Work with various agencies, housing authorities, and the public as needed
- Attend staff meetings and training sessions as scheduled and/or directed
- Assists with special projects or activities
- Performs related duties as assigned by Director of Voucher Programs or Executive Director

Performance Standards

The Employee Performance explicitly relates performance evaluation to the employee's job description and to measures—both qualitative and quantitative. All three elements—job description, performance measures, and performance evaluation—are closely connected. The performance appraisal measures selected competencies/essential functions in the job performance of the employee in the past review period and creates a plan for achieving goals. NOTE: This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of the position.

Supervising Personnel

There are no supervision responsibilities to other ACHA staff.

ACKNOWLEDGMENT OF JOB DESCRIPTION

I have read and discussed this job description with my immediate supervisor and I understand the performance expectations described herein. As an employee of the **Alachua County Housing Authority**, I will perform my duties in accordance with these expectations.

Employee Print Name

Employee Signature

Date

Supervisor's Signature

Date

Distribution: Photocopy to: Employee

Original to: Executive Director/Personnel File