

BCHA POSITION DESCRIPTION

TITLE OF POSITION: Full-time - Section 8 Housing Choice Voucher Specialist

TITLE OF IMMEDIATE SUPERVISOR: Amy K.
HCV Supervisor

WORK LOCATION: BCHA Administrative Office-Bismarck

1. Primary Objective of Position

Process and maintain Housing Choice Voucher files assigned to this position.

2. Major Task Areas

1. Maintain occupancy, certification, and recertification of program participants within all federal and state laws, regulations, policies, and procedures which govern the housing authority. (Elderly and Family).

2. Ensure that the Vouchers assigned to this position are utilized to the highest extent possible within the guidelines and laws governing them. This is accomplished by implementing the following criteria:

Certification

1. Applicant/program participant eligibility (family, elderly, handicapped/disabled).
2. Determine Income eligibility.
3. Verification of all information regarding applicant/program participant and income.
4. Set up inspection of unit to determine that it meets HQS guidelines.
5. Determine that unit size is appropriate for applicant/program participant's needs.
6. Assist applicant/program participant to find eligible unit desired.
7. Process PHA-approved lease and contract between housing authority, landlord, and program participant.

Recertification

Set up annual Housing Quality Standards Inspections.

Set up appointments to re-verify all program participants' information on an annual basis.

Do interim recertifications for program participants who have had an income or family-size change.

Inform applicants and program participants of their rights and responsibilities as a participant in a federally assisted housing program.

Compute monthly rent payments for Housing Choice Vouchers assigned to this position and balance these accounts at the end of each month.

General Duties

Attend meetings, seminars, etc. at the direction of supervisor for purposes of gathering or sharing information with a report to be given to the supervisor.

Speak with program participants in cases of program violations, disputes or any other issues directly related to housing within the assisted agency/program participant relationship. In cases

where there are no clear-cut guidelines and disputes cannot be resolved by Occupancy Technician, the matter is referred to the Supervisor.

Bring to the attention of the Supervisor any problem areas which interfere with the efficient work flow within the scope of this position.

Assist the Supervisor upon his/her request or direction in general or specific tasks.

C. Budget Responsibilities

Report, upon request by Executive Director or Supervisor, on various areas of the Housing Choice Vouchers assigned to this position.

D. Knowledge and Skill Requirements:

1. Knowledge of all federal laws and regulations pertaining to Burleigh County Housing Authority Program.
2. Knowledge of administrative practices and procedures.
3. Ability to accept responsibility.
4. Ability to communicate effectively either orally or in writing with groups and individuals.
5. Ability to manage and resolve conflicts with clients, landlords, agencies, etc.
6. Ability to read and analyze complex material.

E. Minimum Qualifications

1. 3-5 years' office experience (at least 1 year in office serving the public).
2. Computer and data entry skills (1-2 Years).
3. Bondable.
4. Accuracy in work.
5. Dependable, trustworthy, neat appearance.

F. Pay Grade and Salary Range

The salary range for this position during the 6-month probationary period is \$39,520-\$41,600 annually.

G. Disclaimer Clause

This job description is not intended and should not be construed to be a complete list of all responsibilities, duties, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to making fair pay decisions and for determining job performance.