

**HOUSING SPECIALIST – PART TIME
CHIPPEWA COUNTY HOUSING AUTHORITY**

This is not a County position; the Authority is an independent government agency.

PURPOSE OF POSITION

The job duties of the Housing Specialist are to facilitate annual and interim certifications with program participants as required by the Department of Housing and Urban Development (HUD) regulations, and maintain records for the Section 8 Housing Choice Voucher program while providing responsive, courteous, and efficient service to the public. This position provides occasional administrative support to other housing programs that are operated by Chippewa County Housing Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

RESPONSIBILITIES

The duties described below are indicative of what the Housing Specialist might be asked to perform. This job description is to incorporate any responsibilities created for the position. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned.

Section 8 Housing Choice Voucher Program:

- **CERTIFICATIONS:** Maintain annual certification lists and schedule appointments to complete certifications within the required time frames; meet with tenants to explain program rules including tenant and landlord obligations and consequences; schedule inspections and follow-up on repairs until unit passes; verify income and assets; notify tenant/landlord of payment amounts.
- **INTERIM CERTIFICATIONS:** Conduct interim certifications as required by program regulations.
- **CONFLICT RESOLUTION:** Mediate conflicts between tenants and landlords whenever possible and direct them to other resources as appropriate.
- **FRAUD INVESTIGATION:** Investigate instances of fraud by interviewing and/or securing information from community sources that would document program abuse, coordinating with the Chippewa Co. Sheriff's Dept. as necessary. Work with the participant on repayment. Follow court proceedings and submit forms or reports as required. Prepare termination notices when required. When there are requests for informal hearings, prepare documentation for the Housing Authority Commission and present the case at the meeting.
- **RECORD KEEPING:** Maintain Section 8 tenant files, including all HUD required documentation and forms. Prepare monthly, quarterly and annual reports to be sent to the fee accountant, HUD, Rural Development and the Division of Housing as required.
- **PAYMENTS:** Review and approve payments to landlords and print checks on monthly basis. Maintain records of payments according to HUD regulations. Prepare reports and records to be sent to the fee accountant. Assist with reconciliation of computer Housing Assistance Payment (HAP) records with the HAP checking account and the fee accountant's financial reports on a monthly basis.
- **RENT REASONABLENESS AND UTILITY ALLOWANCES:** Maintain rent reasonableness survey, review annually and revise as necessary. Maintain utility allowance schedules reviewing annually and adjusting as necessary.
- **ALTERNATIVE RESOURCES:** Research and maintain alternative agency resources as compliments with or alternatives to Housing Authority assistance for participants. Make referrals as appropriate and attend weekly staff meetings.

Provide back-up services for the following, as needed:

- **TENANT BASED RENTAL ASSISTANCE:** Meet with applicants, explain the program, verify income/assets, conduct briefings, schedule inspections and follow up with repairs that are needed, enter data into computer and print reports, send notice of payments to landlords, tenants and case manager. Re-certify participants according to program rules, maintain files, prepare reports for state, and reconcile accounts.
- **SECTION 8 LEASE UP:** Meet with applicants, explain program rules, verify income and assets, conduct criminal investigations and follow up as needed, determine eligibility, conduct briefing meetings, schedule inspections and follow-up on repairs until unit passes, enter data into the computer and print reports, obtain signatures of owners, put file together.

- SECTION 8 PORTABLE ACTIVITIES: Assist tenants who are exercising portability (incoming and outgoing) providing explanation of the rules, verifying eligibility and coordinating services with the issuing or receiving PHA. Monitor files until all activities are complete and paperwork filed. Reconcile monthly billing activities for accuracy.
- SUNRISE VILLAGE LEASE UPS AND CERTIFICATIONS: Complete Lease up activities and certifications as back-up when needed.
- RECEPTION/MAIL: Serve as back up to Receptionist when needed.

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- Considerable (3+ years) experience in administration of the Section 8 Housing Choice Voucher program is preferred.
- Familiarity with Housing Quality Standards (HQS) inspections preferred.
- Ability to maintain a professional demeanor when dealing with the public.
- Proficiency in MS Word and Excel.
- Knowledge of QuickBooks helpful.
- Strong verbal and written communication skills
- Ability to perform basic mathematical calculations
- Ability to work in a fast paced environment and manage many participant files concurrently
- A criminal background check will be conducted

APPLICATION DEADLINE IS 4:30 p.m. Monday, October 26, 2020

To be considered for the position, you must complete the application that can be found on our website: www.co.chippewa.wi.us/community/housing-authority. In addition, all applicants must take a written test on Monday, November 2, 2020 and/or Tuesday, November 3, 2020 to complete their application for the position. There will not be alternate dates. The testing will begin promptly at 8:30 a.m. Applicants can use their own battery or solar powered calculators. Use of cell phone calculators will not be allowed. You will have up to two hours to complete the test.

Applications are available in person, on our website or by mail.

**Chippewa County Housing Authority Office
8 a.m. – 4:30 p.m.
711 N. Bridge St. #14
Chippewa Falls, WI 54729
<http://www.co.chippewa.wi.us/community/housing-authority>
Call 715-726-7934 to request an application via mail.**

Chippewa County Housing Authority offers an excellent benefit package including retirement, health and life insurance, dental, vision and accident insurance, deferred compensation, longevity, income continuation, 9 paid holidays, 4 floating holidays, and accrued personal time. 32 hours per week, flexible scheduling within office hours of Monday-Friday, 8:00 a.m. - 4:30 p.m. Starting wage is \$17.00/hour with step increases.

**Minority, women and low-income persons are encouraged to apply.
~EQUAL OPPORTUNITY EMPLOYER~**