

Title: Housing Specialist**Reports to: Section 8 Coordinator and Executive Director****General Description:**

The Housing Specialist supports the mission of DCHA by working with low-income families and individuals to assist with administration of the Section 8 Housing Choice Voucher (HCV) program. While the primary role of this position is as a housing specialist, depending upon workload, there may also be some cross functional duties related to determining housing eligibility and supporting initial lease up processes for the Section 8 HCV program.

Duties and Responsibilities:

- Maintains a caseload of participants in Section 8 programs
- Collects, verifies, and assembles information for participant annual and interim recertification and calculates adjusted income and tenant rent portion
- Processes moves with continued assistance of participants, including reviewing units for approval, ordering inspections, generating letters to landlords/voucher holders, and generating HAP contracts and/or tenancy addendums
- Develops and maintains rapport with owners regarding clients, program information, and program regulations
- Ensures participant compliance with HUD regulations and PHA policies, reviews HUD generated income reports for discrepancies, calculates repayment agreements, and initiates termination of assistance as necessary
- May work with the Eligibility Specialist to coordinate waitlist opening, closing, and purging, including entering new applicants into the software system with support from the Administrative Assistant
- May assist Eligibility Specialist with filling vacancies, pulling names from waiting lists, or obtaining referrals, while applying appropriate preference and eligibility categories
- May assist Eligibility Specialist to perform background checks and other pre-eligibility verification processes to determine eligibility, family size, etc. and verify all information received from applicants and calculates adjusted income to determine rent portion at admission
- May assist Eligibility Specialist with lease up and briefing processes
- Assists in developing, maintaining, and revising department processes and systems as needed
- Other duties as assigned by Section 8 Coordinator and Executive Director

Skills and Qualifications:

- Any combination equivalent to a four-year degree in a related field and a minimum of two years of relevant experience. Additional relevant experience will be substituted for education on a year-for-year basis.
- Knowledge and understanding of HUD Section 8 Rental Assistance program
- Demonstrated ability to work with people of all incomes, nationalities, races, and abilities
- Ability to establish a professional positive working relationship with staff, clients, landlords, collaborators, and other public agencies with professional and effective communication
- Ability to use independent judgment in the application of practices or procedures, and to resolve problems and deviations from the general workflow
- Ability to organize files to facilitate work processes and meet regulation requirements
- Ability to work independently with minimum direction and to complete projects in a timely manner
- Ability to communicate effectively orally and in writing
- Certification in CVS, COS, HCV Eligibility, HCV Occupancy, PBV, or similar training
- Ability to utilize a computer and standard software including Microsoft Office Suite, experience with Elite a plus

Please send a cover letter and resume to Karyn Knaak, Executive Director, DCHA at kknaak@dcha.net