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Section 8 Housing Coordinator

Posting Date: February 2022

Job Summary:

The Section 8 Coordinator position is a full-time position at 37.5 hours per week. This position supports the Kaukauna Housing Authority mission by working as part of a team providing customer service to low-income families and individuals in the community through government subsidized rental assistance.

Job Duties include:

- Learning and applying federal program rules and regulations, policies and updates.
- Interview both current participants for annual recertifications and potential applicants for admission to the Section 8 Voucher program and determine the eligibility for the program.
- Collect all verifications, calculate the affordability of the rental unit, tenant rent portion and Housing Assistance Payment to the Landlord for new tenants entering the Section 8 Voucher program.
- Send out the appropriate correspondence to the Landlords regarding both current tenants and new tenants entering the Section 8 Voucher program.
- Ensure the receipt of the required forms and contracts from the Section 8 Landlords prior to processing a check for HAP to the Landlord.
- Ensure all paperwork and signatures are on all required documents for the admission to the Section 8 program.
- Work with property management for Project-Based Voucher Program through the Rental Assistance Demonstration (RAD) conversion, screening and referring applicants for a project-based unit.
- Conduct the screening of any applicants for the Section 8 Voucher program to determine suitability for admission to the programs.
- Maintain all resident files for the Section 8 Voucher and Project Based Voucher program in a prescribed order and have them ready for inspection or review at all times.
- Conduct tenant relations to assist in any issues that arise with the tenants, building, the public or landlords.
- Assist in emergency situations during regular working hours and after hours as needed.
- Other job duties may be assigned with anticipated advancement.

Qualifications:

- Prefer two years at a university, community or technical college or experience with the Section 8 Housing Choice Voucher Program, Project Based Voucher Program or LIHTC program.
- Knowledge of Housing and Urban Development (HUD) rules, regulations and programs is a plus.
- Experience working with low-income or otherwise disadvantaged groups of people a plus.

Applications will be accepted until this position is filled. Send cover letter and resume to Director@KaukaunaHA.org or mail to Kaukauna Housing Authority 125 W 10th Street Kaukauna, WI 54130.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status.



The Housing Authority supports equal housing opportunities for all persons.