

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

The Eligibility Specialist position helps administer the Section 8 Housing Choice Voucher program and special voucher types through maintaining the wait lists and completing initial lease up activities of the program.

**Duties and Responsibilities:**

- Maintains all the Section 8 waitlists
- Coordinates waitlist opening and closing, including entering new applicants into the software system with support from the Administrative Assistant
- Coordinates purging of the waitlists
- Fills vacancies and maintains utilization with guidance from HUD projection tools and directive from Section 8 Coordinator and ED
- Coordinates with Human Services, COC, and others to receive referrals for special purpose programs
- Pulls names from the waitlists for voucher issuance, applying appropriate preference and eligibility categories
- Performs background checks and other pre-eligibility verification processes to determine eligibility
- Sends denial letters if required per HUD and PHA regulations
- Conducts individual or group briefings
- Verifies all information received from applicants and calculates adjusted income to determine rent portion
- Determines family size, issues vouchers, and creates new client folders
- Acts as point of contact for landlords, voucher holders, and their supports through their housing search
- Performs lease up processes, including reviewing units for approval within regulation requirements, ordering inspections, generating letters to landlords/voucher holders, and generating HAP contracts and/or tenancy addendums
- Hands off client to Housing Specialist team after lease-up
- Supports Section 8 Coordinator in generating required monthly reports on program activity, including tracking lease up timing and success rates
- Reports to partners on special program data
- Enters all voucher program certifications into HUD PIC system, work through errors, and monitor reporting rates
- Supports the Section 8 Coordinator in updating waiting list, eligibility, and admission related sections of the Administrative Plan
- 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.
- 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 use math skills to calculate estimated annual income and allowable rents
- Ability to organize files to facilitate work processes and meet regulation requirements
- Ability to utilize a computer and standard software including Microsoft Office Suite,
- Knowledge and understanding of Section 8 program a plus
- Certification in CVS, COS, HCV Eligibility, HCV Occupancy, PBV, or similar a plus
- Experience with Emphasys Elite Software a plus

- Please send a cover letter and resume to Karyn Knaak, Executive Director, DCHA at [kknaak@dcha.net](mailto:kknaak@dcha.net)