

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 recertifications and calculates adjusted income and tenant rent portion. This work must be performed in accordance with HUD and DCHA regulations and deadlines
- Processes moves for existing Section 8 participants, including reviewing units for approval, ordering inspections, generating letters to landlords/voucher holders, and generating HAP contracts and/or tenancy addendums. These processes must be performed timely per program regulations to avoid hardship to clients
- Develops and maintains rapport with owners and property managers 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
- Responds to client and landlord calls and emails promptly and clearly and documents the communication
- 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 effectively manage time to complete work on schedule and manage multiple tasks and priorities

- Ability to communicate effectively orally and in writing
- Ability to perform basic math functions and use logic to calculate client incomes and rents
- Ability to exhibit to learn and apply new skills
- 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 housing software is a plus

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