

HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)
P. O. BOX 486
HUNTSVILLE, ALABAMA 35804-0486
(256) 539-0774

JOB OPENING NOTICE

July 17, 2019

- 1) POSITION TITLE: Housing Choice Voucher Specialist
(Nonexempt)
- 2) NORMAL HOURS: 7:00 a.m. until 5:30 p.m. or
8:00 a.m. until 6:30 p.m.,
Monday through Thursday (Fridays Off)
- 3) SALARY BASE RATE: \$748.00 per week (Fluctuating Workweek)
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED PERSONS INTERESTED: **Qualified** employees should submit an Internal Application Form to the Human Resources Department. The form can be obtained from Human Resources.

Qualified external applicants can obtain a position description and application from our website, www.hsvha.org, or at 200 Washington Street. **Resumes will only be accepted with a completed application.**

Position will remain open until filled.

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX (INCLUDING PREGNANCY), NATIONAL ORIGIN, AGE (40 OR OLDER), DISABILITY, OR GENETIC INFORMATION.

HOUSING CHOICE VOUCHER SPECIALIST

The Huntsville Housing Authority is seeking a Housing Choice Voucher Specialist to assist in the administration of the Assisted Housing Program (Section 8). Under the supervision of the Director of Assisted Housing, the primary goal is to ensure that Housing Choice Voucher (HCV) subsidy allotments are filled with eligible participants and to ensure compliance with the U.S. Department of Housing and Urban Development (HUD) Federal Regulations and the Huntsville Housing Authority (HHA)-approved HCV Administrative Plan.

The selected individual will be responsible for processing applications, leasing vouchers, calculating tenant rents, maintaining tenant files, and other related duties. Knowledgeable and proficient in HUD rules and regulations pertaining to the Housing Choice Voucher Program is a plus. Must have strong interpersonal, organizational, computer, and communication skills, and the ability to prioritize and handle multiple tasks as required. Must be proficient in Microsoft Word, Excel, and data entry. Salary Base Rate: \$748.00 per week (fluctuating workweek).

For a complete position description and application, please visit our website at www.hsvha.org. **Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P. O. Box 486, Huntsville, Alabama 35804-0486.** Position is open until filled. **NO CALLS PLEASE.**

**Drug/Alcohol/Smoke-Free Workplace
EEO Employer.**

HUNTSVILLE HOUSING AUTHORITY

JOB DESCRIPTION

Position Title: **Housing Choice Voucher Specialist**

Department: **Assisted Housing**

Grade: **26**

FLSA: **Nonexempt**

POSITION SUMMARY: Under the supervision of the Director of Assisted Housing, the primary goal is to ensure that Housing Choice Voucher (HCV) subsidy allotments are filled with eligible participants and to ensure compliance with the U.S. Department of Housing and Urban Development (HUD) Federal Regulations and the Huntsville Housing Authority (HHA)-approved HCV Administrative Plan.

ESSENTIAL FUNCTIONS: *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

1. Take applications for admission, process all verifications, send all requests for information letters, maintain status list on applicant files, contact applicants for periodic updates to verify eligibility, brief eligible applicants on program rules, and notify ineligible applicant of status.
2. Handle telephone communication from applicants, participants, and general public (landlords, apartment complexes, realty agencies, and social service agencies) concerning the Housing Choice Voucher Program.
3. Perform interim and annual reexaminations and prepare Housing Assistance Payment (HAP) contracts for all assigned Housing Choice Voucher participants. Brief and issue vouchers to program participants and portability participants.
4. Investigate cases of fraud (by means of contact with social service agencies, local and out-of-state, police department, employers, and the IRS.)
5. Responsible for posting HAP to computer system to balance with general ledger on a monthly basis.

