



Cullman
Housing Authority

Position Description
Cullman Housing Authority (CHA)

Position Title:	Housing Choice Voucher Program Coordinator	Department:	Public Housing
Reports to:	Director of Operations	Employment Status:	Full-Time
FLSA Status:	Exempt	Salary:	\$41,233

HOW TO APPLY:

To be considered for this exceptional career opportunity, please submit your cover letter, and a detailed resume to:

Email: careers@cullmanha.com

Recruitment closes Tuesday, April 30, 2024.

About Cullman Housing Authority

The Cullman Housing Authority is a public housing authority chartered under the laws of the State of Alabama in 1949. The Authority is governmental in nature, but is not a part of the general city, county, or state government. Historically, the Authority is best known for administration of traditional housing programs including the Public Housing and Housing Choice Voucher (Section 8) programs. We aim to create a foundation for low to moderate income individuals, families, and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve. CHA administers 326 Low Rent Public Housing units and administers 187 Vouchers under the Section 8 Housing Choice Voucher Program.

Position Summary

The Housing Choice Voucher Coordinator is responsible for a wide range of activities relating to determining and documenting participant eligibility, income, rent, and contractual relationships with owners in support of the Housing Choice Voucher Program. The Housing Choice Voucher Coordinator performs admissions, re-certifications, interim adjustments, rent increases, inspections, deal with both participant and landlord problems and is responsible for the Agency receiving at least a satisfactory rating concerning HUD Section 8 Management Assessment Program

(SEMAP) scoring system and other future HUD required evaluation systems. The role will exercise considerable judgment and initiative in carrying out day-to-day responsibilities subject to established procedures, practices, and standards. Duties require considerable knowledge of HUD regulations and the ability to maintain tenant records and prepare accurate and concise reports. The HCV Coordinator is required to provide the Director of Operations with accurate and timely information on all Housing Choice Voucher cases.

Essential Duties and Responsibilities

This job description should not be interpreted as all-inclusive. The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed, including work in other areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

- Interviews, evaluates and counsels potential and current program participants on all Section 8 Housing Authority program policies and procedures including rental assistance eligibility requirements and restrictions.
- Accepts and reviews applications; performs income, background reference checks; determines eligibility of new housing applicants, performs rent calculations and performs home visits and HQS (Housing Quality Standards) inspections if necessary.
- Schedule appointments, interviews applicants for initial and continuing eligibility and advise them of applicable rules, policies, and procedures governing eligibility and occupancy; research and verifies eligibility.
- Elicits pertinent information concerning items such as income, assets, family composition, and veteran or displaced status, medical expenses; obtains required signatures.
- Conducts special and interim eligibility reviews of tenants related to changes in household composition and income, or moves, including portabilities; determines continued eligibility and initiate termination process as required in accordance with established rules, policies, and procedures.
- Reviews applications and declarations for completeness and consistency; obtains information relative to applicants and tenants and from previous landlords, various agencies and other sources as necessary to verify eligibility and calculate tenant and landlord rent amounts using appropriate allowances.
- Processes all documents and maintains appropriate manual and computer files.
- Receives pre-applications for participation the Section 8 program; enters the appropriate information in the computer for listing on the waiting list.
- Schedules interviews for new applicants and existing tenants for determinations of eligibility; sends appointment letters, prepares associated verification forms and own correspondence as needed.
- Update HCV Program waiting lists annually.
- Prepare correspondence to Landlords and Tenants, maintain tenant and landlord files and records; conduct briefing sessions.
- Provides general information and assistance to the public regarding housing eligibility requirements; assists with Housing Authority administrative support functions including incoming calls and inquiries regarding the Section 8 program, eligibility and assistance.

- Complete leases and contracts respond to Landlord and/or Tenant inquiries and complaints in a professional manner referring difficult or irate customers to department's supervisor.
- Monitor repayment agreements.
- Prepare weekly and/or monthly reports as required.

Knowledge

- Ability to interpret rules and regulations, work independently and meet deadlines.
- Ability to work independently with little supervision and minimal errors according to CHA policy, procedures, and regulations.
- Must be knowledgeable in office skills; must be able to handle high volumes of paperwork.
- Knowledge of mathematical calculations and the ability to consistently calculate rents and all other payments accurately.
- Knowledge and ability to draft correspondence without grammatical or spelling errors. Good organizational skills including file maintenance.
- Ability to establish and maintain a professional working relationship.
- Knowledge of case management techniques to include maintaining separate, detailed records for each program recipient as needed to provide individualized consultation and assistance to program recipients.
- Knowledge of community resources available to low-income families, elderly individuals, and persons having disabilities as needed to refer program participants to services performed by other community-based organizations.
- Knowledge of Housing and Urban Development Housing Choice Voucher Program regulations and procedures to include program eligibility requirements and assistance calculations as needed to provide housing assistance.
- Knowledge of Housing and Urban Development Housing Quality Standards to include differentiating between standard and substandard housing units as needed to assist housing applicants in locating housing units.
- Knowledge of rental lease agreements, rent collection procedures, and eviction processes as needed to provide consultation to participating landlords.

Qualifications

- Associate degree (A.A.) or equivalent from a two-year college or technical school; an additional two (2) years of experience may be considered in lieu of the degree requirement.
- Housing Choice Voucher experience preferred.
- Successful completion of HCV Specialist training and course in Housing and Urban Development (HUD) Housing Quality Standards (or subsequently published guidelines) required within the first eighteen (18) months of employment.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

Other Requirements

- Valid Driver's License in good standing and the ability to be insurable under the CHA's automobile insurance plan at the standard rate.
- Must be available for occasional overnight travel for training.
- Employment is contingent upon a satisfactory review of an applicant's criminal background check.

Affirmative Action/Equal Opportunity employer.