



The Housing Authority of the City of San Buenaventura  
**EQUAL OPPORTUNITY EMPLOYER**

ASSISTANT HOUSING SPECIALIST  
Bi-weekly Salary \$1,513.93 - \$1,890.69

DEFINITION:

Assist in performing a variety of client-service tasks in the development, implementation, and delivery of housing services to new and continuing Section 8 program participants. Manage caseload by determining eligibility, rent reasonableness, and participant rent portions. Provide program information and requirements to applicants, participants and landlords. Assure program compliance and required record maintenance.

Work with applicants, participants, and landlords in the day-to-day field administration of the HUD Section 8 Housing Choice Voucher program. Conducts certification and verification of eligibility for program participation, the determination of rent reasonableness, and the review of leases, notices, and other paperwork associated with Section 8 housing assistance within an environment of privately held units. Receives direct supervision from the Assisted Housing Manager. This position requires bilingual skills in English and Spanish.

ESSENTIAL FUNCTIONS STATEMENT- *The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and or skills required. Management reserves the rights to add, modify, change, or rescind the work assignments of different positions. Essential duties may include but are not limited to the following:*

1. Verify and document information provided by applicants, and prospective and current participants for certification. Determine income and allowances, compute total tenant payment, determine appropriate rent, PHA Program payments, and utility allowances. Send out notices of approval/disapproval. Explain methodology to applicants and participants.
2. Determine client eligibility for admission into the HCV program.
3. Determine unit and owner eligibility for participation in the HCV program. Provide information, concerning a variety of programs, to prospective and participating landlords.
4. Counsel participants and tenants on unit affordability and advise and counsel clients and landlords concerning housing situations and problems. Motivate clients to meet program goals. Explain program procedures and objectives to program participants at assigned briefings. Conduct individual briefing sessions to advise eligible participants on transferring to a new unit.
5. Perform annual and interim eligibility determinations based on changes in participant income, family status, and landlord rent increases to determine if eligibility has been properly maintained.
6. Determine termination of participants from housing program assistance. Notify both participants and landlords. Calculate money owed to the agency, set up repayment schedules, monitor payments, and terminate program participants in cases of fraud or other misconduct.
7. Prepare a variety of periodic reports and maintain accurate participant records. Check accuracy of checks being sent to participating landlords.
8. Input necessary data into the agency computer system. Maintain an accurate and comprehensive program database for statistical and reporting purposes.
9. Process contracts/leases. Review leases, eviction notices, and rent increases.
10. Advise and implement portability opportunities and coordinate with other housing authorities to insure effective and efficient transfer of tenants.

11. Respond to written and telephone requests and inquiries concerning programs. Prepare correspondence.
12. Schedule all tenant/landlord appointments. Also, respond to walk-ins who request unscheduled face-to-face meetings. Conduct periodic meeting with clients to provide extensive counseling and updating of required self-sufficiency plans.
13. Negotiate contracts and rents with owners/landlords within applicable Fair Market rents, and execute leases.
14. Review, interpret, implement, and keep updated on all rules and regulations concerning HCV programs, as well as applicable local, State, and Federal laws, regulations, and codes, and PHA rules, regulations, and administrative plan.
15. Mail out and receive verifications of information used for determination of continuing eligibility/rent changes, etc. for assigned caseload.
16. Assist in the preparation of the PHA's defense, in accordance with Code of Federal Regulations and PHA policy, in the event of a lawsuit.
17. Monitor and assist in the evaluation of the administration and effectiveness of various HCV programs. May provide face-to-face individual case management. Interact with and counsel participants on a variety of potentially intense life situations, and advise on the challenges of program participation. May prepare individual contracts for program participation. Work closely with family members. Provide participant access to a variety of low-income housing-related supportive services.
18. Attend a variety of agency staff meetings.
19. Be available during Agency business hours to meet deadlines and client needs, coordinate with co-workers, attend face-to-face meetings, and handle day-to-day operations necessary for the position.

#### QUALIFICATIONS:

##### Knowledge of:

- Eligibility requirements and administrative requirements of a variety of available programs.
- Methods and techniques of client interviewing and counseling.
- Local social services agencies and appropriate contacts.
- Pertinent Federal, State, and local statutes relating to rental and leased property.
- Basic organization, rules and regulations.
- Complex mathematical skills.
- Principles and procedures of program record keeping
- Modern office procedures, business mathematics application, and statistical recordkeeping methods.
- Operation of standard office equipment.

##### Ability to:

- Effectively interview and gather, record, and correctly evaluate data. Correctly interpret rules and regulations for recipients, landlords, prospective landlords, and the general public.
- Appropriately advise, motivate, and assist program participants.
- Initiate and answer correspondence independently.
- Maintain accurate and systematic records.
- Work under pressure and with minimum supervision as necessary.
- Maintain good relations with the public, supportive service providers, and tenants by providing service courteously and tactfully.
- Exercise initiative and independent judgment that demonstrates quality customer services, good business sense, creativity, and as part of a team.
- Maintain the mental capacity to make sound judgments and the physical capacity to effectively perform the duties as assigned.
- Deal objectively and effectively with tenants having diverse socioeconomic, cultural, and educational backgrounds, and promote their advancement.

- Compose clear, complete, accurate and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet critical time deadlines.
- Work with a high degree of self-motivation and initiative.
- Deal diplomatically and sensitively with clients, other agency representatives, local community agencies, law enforcement personnel, and the general public.
- Maintain the utmost confidentiality of all information.
- Understand and implement oral and written instructions, and make sound decisions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer using various Windows-based applications and related programs, including standard, as well as proprietary software.

#### EDUCATIONAL/CERTIFICATION REQUIREMENTS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Agency. A typical way to obtain the knowledge and abilities would be:

- High School diploma;
- Possession of an Associate's Degree, or two full academic years of training, from an accredited college or university with a major in social sciences, or related field is desirable.
- One (1) years of responsible experience in dealing with the public with different socioeconomic levels.
- Possession of, or must obtain a Housing Specialist and/or Eligibility Specialist certification within one year of hire date.
- Property Management experience is desirable.

#### PHYSICAL DEMANDS ON THE POSITION:

Essential and marginal functions (may) require maintaining physical condition necessary for sitting and standing for prolonged periods of time in indoor office environment. Must have vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Must stoop, kneel, reach, stretch, bend, pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects up to 25 – 50 lbs. with the use of proper equipment. Have excellent hand strength and the manual dexterity to operate keyboard equipment.

#### Special Requirements:

- Must have access to an automobile or other means of transportation, when and if required to travel on Housing Authority business.
- Bilingual skills in English and Spanish.
- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the Housing Authority insurance company.
- Must be insurable by the Housing Authority's insurance carriers.
- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

***MUST SUBMIT A COMPLETED APPLICATION, AND IF OFFERED THE POSITON, YOU MUST SUBMIT A DISCLOSURE FORM, AND DRIVER RECORD FORM TO BE CONSIDERED FOR POSITION***

***FILING DEADLINE 4 pm Monday April 30, 2018***