



# HOUSING AUTHORITY OF SKAGIT COUNTY

*This institution is an equal opportunity provider and employer.*

## HUMAN RESOURCES COMMITTEE

### JOB POSTING

**JOB TITLE:** Section 8 Housing Specialist

**MAJOR FUNCTION AND PURPOSE** This is an Non-Exempt, Full-Time position with normal working hours from Monday through Friday, 8:00 a.m. to 5:00 p.m. This position requires understanding of, and commitment to the agency and the agency's mission and vision. The Section 8 Housing Specialist is responsible for day-to-day supervision of the Housing Choice Voucher Program compliance. The position requires excellent organizational and communication skills, and an ability to work positively and cooperatively with the rest of the Section 8 Team, landlords, community partners, and HASC customers.

**REPORTS TO:** Section 8 Program Manager; Executive Director; Regional HUD Office Staff.

**SUPERVISION:** Person in this position does not supervise staff.

### **COMPENSATION AND BENEFITS:**

- ❖ Starts at \$13.69/HR (DOE)
- ❖ Vacation and Sick Leave.
- ❖ Medical, Vision, Dental.
- ❖ Retirement.

### **DUTIES INCLUDE:**

1. Works on successfully implementing the program under the supervision of the Section 8 Program Manager.
2. Attend weekly staff meetings.
3. Collaborates with other housing specialists and administrative support.
4. Ensures impeccable compliance with all applicable audits, program policy, procedure and regulatory requirements.
5. Conducts quality control reviews for accuracy and adherence to policies, procedures and regulations; Audits files for SEMAP quarterly.
6. Reviews internal database reports to determine if goals are being met, and analyzes the data to develop lean, efficient strategies when program goals are proving hard to attain.
7. Reviews higher level housing violations and termination patterns and trends and represents HASC at Informal Hearings, when requested.
8. Identifies program integrity issues and follows through to ensure referral and/or prompt action.
9. Provides technical support or assistance as needed or assigned (i.e. utility allowance schedule updates, PIH Notices summaries and interpretation, policy update/changes training, upgrading "Briefing" materials, poverty concentration maps, etc.)
10. Assists in the analysis, development and implementation of policies and procedures for HASC and the Section 8 Admin Plan.
11. In coordinator with local V.A. case managers provides personalized support and assistance to VASH program participants.



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LOW-INCOME WEATHERIZATION



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12. Acts as a Section 8 Program liaison between HASC, HUD's Regional officers, Skagit County Commissioners/staff, and the public at large.
13. Coordinates port-in and port-out procedures with referring or referred to PHA's.
14. In coordination with the Finance Department, prepares monthly financial reports and annual audits
15. Coordinates timely, accurate payment to participating landlords to avoid late fees on top of HAP's.
16. Actively recruits and retains private landlords or other affordable housing services providers in the area.
17. Process worksheets and calculations
18. Perform rent reasonable determinations
19. Perform reexaminations of family composition and income
20. Resolve and document discrepancies
21. Conduct program briefings
22. Investigate fraud and program abuse
23. Process monthly housing assistance payments
24. Supports FSS Coordinator with monthly Escrow account deposit and ongoing, critical information sharing regarding FSS participants.
25. Other duties as assigned.

### **DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- 1) Ability to work with a high degree of accuracy and attention to detail in a fast-paced atmosphere
- 2) High standards for work ethics, be punctual, dependable, organized and be able to follow instructions
- 3) Ability to learn, follow and apply complex regulations and procedures.
- 4) Ability to deal with the public and other employees with courtesy, tact and good judgment.
- 5) Ability to work with Excel, Word and Outlook and agency specific data-base system.
- 6) Knowledge of HUD's PIC and EIV secured systems
- 7) Knowledge of Lindsey housing software program.
- 8) Knowledge of local social service agencies and community resources to provide information and referral services to applicants and clientele.
- 9) Experience with landlord dwelling leases and occupancy related instruments.
- 10) Bi-lingual or multi-lingual; ability to translate for staff, customers and the general public.

### **EDUCATION, EXPERIENCE AND CERTIFICATES**

**Education:** Bachelor's Degree (preferred) A.A., or equivalent combination of skills, experience, and education.

Attend Housing Specialist training within one year of employment and obtain certificates in compliance



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with regulations and confidentiality.

**Experience:** one (1) year of housing experience. Additionally, the ideal candidate should:

- Have experience with administrative procedures, policies, and program regulations as they pertain to HUD's Public Housing Program and Housing Choice Voucher (Section 8) Program, tax credit or other affordable housing programs.
- Have (and maintain in good standing) a Washington State Driver's License and evidence of a good driving record for pre and continued employment.
- Have knowledge of professional business office practices and procedures.
- Have knowledge of employment labor laws and practices.
- Have knowledge and compliance with Fair Housing and Washington State Landlord/Tenant Laws.
- Have knowledge of HUD subsidized housing programs.
- Knowledge of Housing Quality Standards (HQS) Quality Control Inspections;
- Possess knowledge of, and practical experience in, calculation of annual income eligibility for admissions and continued assistance for subsidized housing programs with efficiency and accuracy or experience with calculation of other housing program compliance paperwork.

**OTHER POSITION REQUIREMENTS:** Candidates selected for this position must pass a criminal history background and a driving record check as a condition to employment.

To apply – send Cover Letter & Resume to: Hiring Committee / 1650 Port Drive / Burlington, WA / 98233 or submit resume by email at [HRC@skagitcountyha.org](mailto:HRC@skagitcountyha.org) with subject line: SECTION 8 HOUSING SPECIALIST -- RESUME & CV LETTER.

Housing Authority of Skagit County is an equal opportunity employer. No applicant will be discriminated against because of race, color, national origin, sex/gender, familial status, disability or religion.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility; however, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Work can involve extensive times sitting at a desk and working with a computer, monitor, keyboard and mouse. The successful applicant must also be able to drive company vehicles. This job description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the job change.*



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