



ABILENE HOUSING AUTHORITY

Job Description

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|-----------------------|------------------------|-----------------------------|------------------------|
| Position: | HCV Housing Specialist | Program Affiliation: | Housing Choice Voucher |
| Reports To: | HCV Supervisor | Salary Range: | \$11.75 – \$17.06 |
| Position Type: | Hourly | Revision Date: | May 3, 2017 |

Essential Functions *(include, but are not necessarily limited to):*

The Housing Choice Voucher (HCV) Housing Specialist will be responsible for the following tasks:

- Scheduling all inspections and monitoring third party verifications;
- Handling confidential information;
- Processing applications and determining eligibility;
- Verifying income, family composition and related information obtained in interviews, through third party verification or other means;
- Setting up and maintaining files and/or filing system for Housing Choice Voucher eligibility;
- Compiling and updating eligible lists for assistance;
- Inputting information into computer for all applications, family income and composition changes;
- Performing outreach activities to increase landlord participation in housing programs;
- Providing referrals to clients and public on appropriate community resources;
- Disseminating information on various housing programs;
- Assisting with preparation of special reports;
- Becoming familiar with policies set forth in CFR, Administrative Plan, and other HUD notices and handbooks as related to the HCV program;
- Answering incoming calls and routing according to need;
- Answering client questions concerning all aspects of Housing Authority programs;
- Performing all aspects of the waiting list pulls;
- Attending trainings as required;
- Willingness to work the required hours;
- Other duties as assigned.

Minimum Qualifications:

High School Diploma

Required Certifications:

1. HCV Specialist

(Must be obtained within the first year of employment.)

Benefits:

Full Benefits – health, dental, vision, life insurance and retirement package provided.