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## Job Description

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<b>Position:</b>	HCV Supervisor	<b>Program Affiliation:</b>	HCV
<b>Reports To:</b>	HCV Manager	<b>Salary Range:</b>	\$44,654 - \$65,561
<b>Position Type:</b>	Exempt	<b>Revision Date:</b>	January 23, 2019

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[Position Open Until Filled](#)

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**SCOPE:** The position is responsible for assisting with the supervision of the HCV Occupancy staff, managing a small caseload of HAP contracts for Housing Choice Voucher (HCV) clients in various housing programs and monitoring the completion of initial contract approvals. AHA has 1626 HCV vouchers.

**ESSENTIAL FUNCTIONS:** include, but are not necessarily limited to:

- Work with the HCV Manager to establish departmental priorities.
- Supervise HCV Staff to ensure compliance with procedures and application of appropriate regulations and policies.
- Provide guidance and assistance as needed to team members.
- Assist with coordinating and conducting department staff meetings
- Process applications and conduct interviews to establish initial and continued housing eligibility for all special programs client referrals.
- Ensure compliance with HUD regulations and AHA policies and procedures for all special programs.
- Calculate rents and changes in personal income, verify information for accuracy, schedule appointments, communicate\correspond with residents and property owners, and negotiate rental payments with property owners for HCV and special programs participants.
- Provide monthly reports regarding activity and production status of team.
- Perform additional duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree or equivalent combination of education and experience with coursework in Business Math, Social Work, Community Relations or Communication.
- At least two (2) years experience in social work or related field, which requires contact with the public, or similar work involving evaluation of personal income and other assets
- At least (2) years experience as a Housing Specialist or equivalent experience and/or knowledge.
- Must have certification as a HCV (S8) Housing Specialist from Nan McKay, NAHRO within first year of employment.
- Knowledge of PC-based software applications (Microsoft Word, Excel).
- Must be proficient in basic business math (addition, subtraction, multiplication, division and calculation of fractions and percentages).
- Must enjoy working with numbers.
- Demonstrated experience with following AHA and HUD contracts, policies, and procedures.
- Ability to maintain confidentiality.
- Excellent customer services skills and the ability to work in a fast paced environment.
- Demonstrated ability to work independently and meet established production goals.
- Demonstrated ability of leadership skills and commitment to agency's vision for the HCV program.

**OTHER:** The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the AHA auto liability policy. The incumbent may have no more than four accumulated points in three consecutive years.

*Applications are available on the Abilene Housing Authority website at [www.abileneha.org](http://www.abileneha.org). Interested candidates can also email their resume and cover letter to [gene.reed@abileneha.org](mailto:gene.reed@abileneha.org).*

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