

**MANCHESTER HOUSING AUTHORITY
JOB DESCRIPTION**

The Manchester Housing Authority is a public housing agency funded by federal, state and local sources and by tenant rent payments. It is subject to stringent federal and state regulation. The Authority is an Equal Opportunity employer. The position is within a bargaining unit of clerical employees represented by a Union.

POSITION: SECTION 8 HCV SPECIALIST

WAGE RATE/RANGE: \$18.00/hour --\$20.00

REGULAR HOURS: 8-4; Lunch 12:00—1:00 P.M. (35 Hours/week).

ESSENTIAL JOB FUNCTIONS:

Pursuant to the Housing and Community Development Act of 1974, the Authority has established a program funded by the U.S. Department of Housing and Urban Development (HUD) to provide housing assistance to persons who qualify. The Section 8 HCV Specialist must follow and apply policies and procedures established by HUD and state regulations in certifying the eligibility of tenants and applicants for Section 8 housing assistance on schedules established by HUD and the Authority.

The Section 8 HCV Specialist is a staff position and works closely with the other members of the Section 8 program staff. The Section 8 HCV Specialist applies HUD policies and regulations in determining the eligibility of tenant applicants, including tenants transferring to or from other housing authority jurisdictions; performing or assigning background checks; calculating rent payments based on tenant income levels; certifying tenant eligibility; contacting landlords concerning tenant-related issues; arranging inspections of housing units; overseeing the leasing of rental units; reviewing and establishing repayment agreements and monitoring repayments; overseeing initial moves and recertification of tenants; gathering, compiling and submitting data for the HUD Voucher Management System; gathering, compiling and reporting data for the HUD PIC system; documenting Section 8 Management Accounting Practices (SEMAP); preparing new lease files for tenants transferring in to the MHA Section 8 program; maintaining a Section 8 waiting list pursuant to HUD standards and regulations; compiling data for monthly, quarterly, and annual reports of Section 8 activity; and all related activities consistent with the regulatory scheme.

The Section 8 HCV Specialist uses computers and both standard Microsoft and specialized computer programs to perform many of the essential functions of the position.

The Section 8 HCV Specialist also meets face-to-face and by telephone with tenants and prospective tenants and landlords and meets with tenants/applicants at the Housing Authority offices to discuss eligibility and housing needs. From time to time the Section 8 Administrator may be required to assist the Authority in Housing Court proceedings involving tenants and landlords or in other related legal and administrative proceedings.

The Section 8 HCV Specialist is exposed to confidential personal financial and health-related information concerning tenants and applicants and must respect and maintain the confidentiality of all such information.

The Section 8 HCV Specialist reports directly to the Executive Director, who may require the performance of additional functions and duties in furtherance of the Authority's mission.

ESSENTIAL JOB REQUIREMENTS AND QUALIFICATIONS:

1. Proficiency with computers and ability to learn software programs used in maintaining records of Section 8 applicants/tenants.
2. Ability to communicate clearly and accurately in English, both in writing and orally, using computer keyboard and federal/state/MHA paper forms. A High School diploma or the equivalent is required; an associates' degree from a community college is preferred.
3. Ability to follow and implement MHA policies and state and federal regulations, and to complete routine tasks with minimal supervision.
4. Ability to meet monthly, quarterly and annual reporting requirements on deadline.
5. Ability to inform tenants and landlords of applicable regulations accurately and tactfully.
6. Ability to interact effectively with housing applicants and tenants under stressful and emotionally charged circumstances.
7. Ability to prioritize responsibilities under pressure and to carry out job functions in a timely and effective manner.
8. Ability to prioritize workload in order to meet deadlines.
9. Physical: the Section 8 Administrator must bend, kneel, and/or squat to file and retrieve documents concerning tenant and landlord applications and related data; be capable of carrying files to and from filing cabinets; and be able to walk and/or drive to meet with tenants.
10. Personal: the Section 8 Administrator must work effectively with other Authority personnel in a cooperative manner aimed at completing tasks quickly and efficiently.
11. Connecticut driver's license: A valid Connecticut driver's license is required

All Manchester Housing Authority job applicants must be prepared to undergo a criminal background check and testing for the use of unlawful drugs prior to employment.