**Title: Housing Specialist**

**Reports to: Section 8 Coordinator and Executive Director**

**General Description:**

The Housing Specialist supports the mission of DCHA by working with low-income families and individuals to assist with administration of the Section 8 Housing Choice Voucher (HCV) program. While the primary role of this position is as a housing specialist, depending upon workload, there may also be some cross functional duties related to determining housing eligibility and supporting initial lease up processes for the Section 8 HCV program.

**Duties and Responsibilities:**

* Maintains a caseload of participants in Section 8 programs
* Collects, verifies, and assembles information for participant annual and interim recertification and calculates adjusted income and tenant rent portion
* Processes moves with continued assistance of participants, including reviewing units for approval, ordering inspections, generating letters to landlords/voucher holders, and generating HAP contracts and/or tenancy addendums
* Develops and maintains rapport with owners regarding clients, program information, and program regulations
* Ensures participant compliance with HUD regulations and PHA policies, reviews HUD generated income reports for discrepancies, calculates repayment agreements, and initiates termination of assistance as necessary
* May work with the Eligibility Specialist to coordinate waitlist opening, closing, and purging, including entering new applicants into the software system with support from the Administrative Assistant
* May assist Eligibility Specialist with filling vacancies, pulling names from waiting lists, or obtaining referrals, while applying appropriate preference and eligibility categories
* May assist Eligibility Specialist to perform background checks and other pre-eligibility verification processes to determine eligibility, family size, etc. and verify all information received from applicants and calculates adjusted income to determine rent portion at admission
* May assist Eligibility Specialist with lease up and briefing processes
* Assists in developing, maintaining, and revising department processes and systems as needed
* Other duties as assigned by Section 8 Coordinator and Executive Director

**Skills and Qualifications:**

* Any combination equivalent to a four-year degree in a related field and a minimum of two years of relevant experience. Additional relevant experience will be substituted for education on a year-for-year basis.
* Knowledge and understanding of HUD Section 8 Rental Assistance program
* Demonstrated ability to work with people of all incomes, nationalities, races, and abilities
* Ability to establish a professional positive working relationship with staff, clients, landlords, collaborators, and other public agencies with professional and effective communication
* Ability to use independent judgment in the application of practices or procedures, and to resolve problems and deviations from the general workflow
* Ability to organize files to facilitate work processes and meet regulation requirements
* Ability to work independently with minimum direction and to complete projects in a timely manner
* Ability to communicate effectively orally and in writing
* Certification in CVS, COS, HCV Eligibility, HCV Occupancy, PBV, or similar training
* Ability to utilize a computer and standard software including Microsoft Office Suite, experience with Elite a plus