

# Section 8 Housing Specialist Recruitment

Salary: \$20.50 - \$24.95 Hourly Job Type: Regular (Full-Time)



360 Church Street SE  
Salem, Oregon 97301

Are you a dedicated professional, an efficient worker, and looking to make a difference in your community? Housing Specialists manage a caseload of 400+ low-income households receiving rental assistance on the Section 8 program.

The successful candidate will be detail-oriented and computer proficient. He or she will work closely with clients for initial, interim, and annual certifications of household income and composition. Housing Specialists prepare client files, act as liaisons to landlords, authorize Housing Assistance Payments, explain program rules, determine program eligibility, and verify that files are in compliance with HUD regulations. The Housing Specialist role is a superb opportunity for someone interested in working with clients at a mission-oriented agency.

## Job Description Summary

The Housing Specialist is responsible for administration of an assigned caseload in the Section 8 Programs, including but not limited to: the determination of program eligibility, ensuring compliance with applicable laws, policies and procedures as mandated by Housing Authority policy and Federal regulations. The incumbent works directly with applicants and clients in the facilitation of community services to maintain housing options as families become self-sufficient. The Housing Specialist may monitor, audit and assist in the compliance function of the Section 8 programs administered by the SHA.

## Examples of Work

1. Interview applicants and process applications to determine eligibility following clearly defined policies and procedures
2. Review applications, evaluate, and determine rents based on family income and counsel prospective and current program clients on all SHA program policies and procedures.
3. Conduct annual recertification interviews to determine continued eligibility, prepare and distribute status reports, monitor late re-certifications.
4. Conduct briefing sessions with applicants and clients to provide information about Section 8 programs.
5. Maintain applicant files; copy and enclose supporting documents; prepare routine correspondence and forms as well as monitor and report accuracy/error rates.
6. Monitor Homeless, Victims of Domestic Violence, and Security Deposit Programs.
7. Coordinate with Housing Quality Standards Inspector to ensure timely inspections at admission and during moves.
8. Establish and maintain positive community and client relations by acting as a liaison between program clients and landlords.
9. Investigate, handle and resolve complaints and family obligation issues of program clients.

## Preferred Qualifications

Section 8 Housing Management Training and Certification is desirable.

## Minimum Qualifications

- Must pass the pre-employment background check
- Must possess a valid Oregon Class C driver license and the ability to meet Salem Housing Authority driving standards.
- A high school diploma; and two (2) years of experience with federally assisted housing programs, low-income housing, or equivalent experience in working with federal regulations whereby the candidate has had to determine eligibility and manage client files.

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- Or any combination of experience and training that demonstrate possession of the knowledge, skill and abilities as listed, and ability to perform the examples of work.
- Bi-lingual skills are desirable.

### Knowledge, Skills and Abilities

- Section 8 Housing programs and Federal, State and local laws and rules relating to the Housing Choice Voucher and Moderate Rehabilitation programs.
- Rental lease agreements, the Oregon Landlord/Tenant Act, eviction processes, and federally assisted housing program requirements.
- Dynamics of low income clients concerning human relations, social problems, counseling and dispute resolution techniques, and the ability to apply that knowledge to tenant/landlord relationships.
- Community resources available to low-income families, elderly individuals, and persons having disabilities.
- Programs such as those that work with the homeless, domestic violence and security deposit issues.
- Explain complex federal and housing authority requirements to housing clients and gain their cooperation in meeting those requirements.
- Research, analyze and apply federal regulations to resolve eligibility and rent calculation issues.
- Develop and maintain detailed records concerning households served and program delivery.
- Recognize errors and omissions in client files.

### Physical Requirements

- Exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Sitting for up to two hours at one time.
- Perform tasks that may require the incumbent to climb, stoop, kneel, crouch, crawl, reach, stand for short periods of less than one hour, walk, push, pull, lift, use manual dexterity, grasp and perform repetitive motions with or without reasonable accommodations.
- Express or exchange ideas by means of the spoken word.
- Receive detailed information through oral communication.
- Visual acuity necessary to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines
- Work is performed indoors in an office environment.
- Work occasional long hour or early and late hours to meet time lines or attend meetings.

The listed work examples are illustrative of the classification level and not intended to list all duties typically assigned to this classification. Employees may do all or some of the listed duties, or other related duties. The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. It is as well intended to be compliant with the Americans with Disabilities Act.

### Apply

To apply, visit <https://www.governmentjobs.com/careers/cityofsalem/jobs/1830852/housing-specialist> and click on the green "Apply" button to complete your application. Make sure you specify how you meet qualifications and complete the application in its entirety.

Applications are accepted until September 8, 2017 at 11:59pm.