

HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)
P. O. BOX 486
HUNTSVILLE, ALABAMA 35804-0486
(256) 539-0774

JOB OPENING NOTICE

MARCH 4, 2024

- 1) POSITION TITLE: Housing Choice Voucher Specialist
VASH/Portability (Nonexempt)
- 2) NORMAL HOURS: Monday through Thursday and
Usually, one Friday out of the
month
- 3) SALARY BASE RATE: \$21.25 per hour - \$27.59 per hour
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED PERSONS INTERESTED: **Qualified** employees should submit an
Internal Application Form to the Human
Resources Department. The form can be
obtained from Human Resources.

Qualified external applicants can obtain a
position description and application from our
website, www.hsvha.org, or at
200 Washington Street. **Resumes will only
be accepted with a completed
application.**

Position will remain open until filled.

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE, DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT-BASED FACTORS.

HOUSING CHOICE VOUCHER SPECIALIST VASH/PORTABILITY

The Huntsville Housing Authority is seeking a Housing Choice Voucher Specialist – VASH/Portability to assist in the administration of the Assisted Housing Program (Section 8). Under the supervision of the Director of Assisted Housing, the primary goal is to ensure that Housing Choice Voucher (HCV) subsidy allotments are filled with eligible participants and to ensure compliance with the U.S. Department of Housing and Urban Development (HUD) Federal Regulations and the Huntsville Housing Authority (HHA)-approved HCV Administrative Plan.

The Housing Choice Voucher Specialist may perform admissions recertifications, interim adjustments, rent increases, leasing, portability, project-based and single room occupancy voucher program requirements and deal with both participant and landlord issues. The specific programs that will be focused on are the Veterans Affairs Supportive Housing (VASH) program and the Portability.

Must have strong interpersonal, organizational, computer, and communication skills, and the ability to prioritize and handle multiple tasks as required. Must be proficient in Microsoft Word, Excel, and data entry. Salary Base Rate: \$21.25 per hour – \$27.59 per hour.

For a complete position description and application, please visit our website at www.hsvha.org. **Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P. O. Box 486, Huntsville, Alabama 35804-0486. Position will remain open until filled. NO CALLS PLEASE.**

Drug/Alcohol/Smoke-Free Workplace

EEO EMPLOYER.

**HUNTSVILLE HOUSING AUTHORITY (HHA)
POSITION DESCRIPTION
HOUSING CHOICE VOUCHER SPECIALIST – VASH/PORTABILITY**

DEPARTMENT	SUPERVISOR	CLASSIFICATION	GRADE	FLSA
Assisted Housing	Director of Assisted Housing	Full-Time	26	Nonexempt

SUMMARY OF DUTIES:

Under the supervision of the Director of Assisted Housing, the Housing Choice Voucher Specialist performs a wide range of activities related to determining and documenting participant eligibility, income, rent and contractual relationships with owners in support of the HCV program. The Housing Choice Voucher Specialist may perform admissions, re-certifications, interim adjustments, rent increases, leasing, portability, project-based and single room occupancy voucher program requirements and deal with both participant and landlord issues. The specific programs that will be focused on are the Veterans Affairs Supportive Housing (VASH) program and the Portability.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- Associate's Degree (A.A.) or equivalent from a two-year college or technical school; an additional two (2) years of experience may be considered in lieu of the degree requirement.
- Two (2) years of experience involving case management, client services, and/or experience in social work.

Preferred Requirements:

- Bachelor's Degree (B.A.) from a four-year college or university with college coursework in social work, sociology, or related field.
- Housing Choice Voucher Specialist Certification.
- Knowledge of housing programs.

ESSENTIAL FUNCTIONS OF POSITION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.

- Conduct eligibility interviews with applicant for VASH/Portability families.

HUNTSVILLE HOUSING AUTHORITY (HHA)
POSITION DESCRIPTION
HOUSING CHOICE VOUCHER SPECIALIST – VASH/PORTABILITY

ESSENTIAL FUNCTIONS (Continued)

- Process applications in a timely manner; verify completeness and accuracy of information and supporting documentation for the programs.
- Conduct interviews in the client's home or field office as needed; Conduct criminal history check on all adult members at eligibility.
- Brief and issue vouchers to incoming portability applicants/participants and applicants for HUD-VASH to search for units within the Housing Authority's jurisdiction; and completes checks and balances on applicant processing.
- Document family composition, citizenship or eligible immigrant status and social security numbers of all family members.
- Determine Annual Income in accordance with HUD rules.
- Obtain Enterprise Income Verification (EIV) System or third-party verification of income (or documentation of why third-party verifications are not present).
- Calculate Adjusted Income correctly in accordance with HUD rules.
- Obtain third party verification of deductions (or documentation of why third-party verifications are not present).
- Calculate Total Tenant Payment (TTP) accurately.
- Determine the Voucher size for which each family qualifies in accordance with the Administrative Plan.
- Issue Vouchers and brief Voucher-holders, emphasizing housing opportunities outside areas of minority and low-income concentration.
- Set up complete and accurate files with all necessary participant-supplied documents and third-party verifications (or documentation of why third-party verifications are not present).
- Receive Requests for Tenancy Approval, Housing Assistance Program (HAP) contracts (with HUD-required Tenancy Addendum) Inspection reports, rent reasonableness determinations and leases. Checks to ensure that no participants will be paying more than 40 percent of adjusted monthly income in TTP, reviews for original signatures and internal consistency (particularly with respect to who pays for various utilities), places in participant files and authorizes HAP payments to owner.
- Schedule and conducts annual recertification interviews in a manner that ensures that notices of rent increase are provided at least 30 days before the anniversary date and the entire process is completed by the anniversary date.
- Determine whether the participant family qualifies for a different unit/Voucher size than previously, issues new voucher for correct unit/Voucher size when appropriate.
- Make determination in accordance with the Administrative Plan when tenants request to add family members for reasons other than the birth, adoption or Court-awarded custody of children.
- Demonstrate a complete understanding of VASH rules as determined in the HUD regulations.

HUNTSVILLE HOUSING AUTHORITY (HHA)
POSITION DESCRIPTION
HOUSING CHOICE VOUCHER SPECIALIST – VASH/PORTABILITY

ESSENTIAL FUNCTIONS (Continued)

- Monitor and maintain the VASH and Portability vacancy reports.
- Communicates with the VASH caseworkers for documents needed.
- Maintain VASH caseload of 208.
- Streamline VASH vouchers as needed or when vouchers become available.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Must be able to operate standard office machines, including electronic calculator, fax/copier/printer and personal computer. Proficient in Microsoft Word, Excel, and data entry.
- Strong written, verbal, analytical, and interpersonal skills.
- Ability to accurately perform basic arithmetic computations, including addition, subtraction, multiplication, division, proration, and estimation using numbers with decimals, fractions, and percentages.
- Knowledge of standard office procedures and filing methods.
- The ability to recognize problems, analyze causes, and propose solutions.
- Personal management, including time management, integrity, and ethics.
- Knowledge of workplace rules and requirements (e.g., worker safety, sexual harassment).
- Knowledge of conflict resolution principles and the ability to apply them in the workplace.
- Knowledge of Housing Choice Voucher (HCV) program requirements and guidance as reflected in HUD regulations, handbooks, notices, forms, and guides.
- Knowledge of HHA-established policies and procedures.
- The ability to apply HUD and HHA-established policies and procedures to consistently produce on-time and accurate income, rent, and subsidy calculations.
- Understanding of the definition of annual income and the ability to recognize sources of income that should and should not be included in annual income. Sufficient knowledge of various types of assets to determine income from assets.
- Knowledge of the required and permitted deductions from annual income used to compute adjusted income and the ability to recognize family circumstances that qualify families for the deductions.

HUNTSVILLE HOUSING AUTHORITY (HHA)
POSITION DESCRIPTION
HOUSING CHOICE VOUCHER SPECIALIST – VASH/PORTABILITY

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES (CONTINUED)

- Knowledge of the definitions of household types and the effect that household type has on rent determinations. The ability to analyze household composition sufficiently to apply these definitions.
- Knowledge of how payment standards are established and used in rent determinations and the ability to select the correct payment standard to use in each rent calculation.
 - Knowledge of how utility allowances are established and used in rent calculations and the ability to select the appropriate utility allowance for each HCV family.
 - Knowledge of the formula for determining total tenant payment (TTP) and HCV subsidy and the ability to correctly use the formula in rent calculations.
 - Knowledge of verification requirements and the ability to determine which verifications are required. Sufficient judgment to determine when alternative sources of verification are appropriate.
 - Knowledge of HUD and HHA requirements regarding when interim reexaminations are required and permitted.
 - Ability to complete HUD-50058 entries correctly, including identifying and correctly using transaction codes.
 - The ability to consistently produce on-time and error-free rent and subsidy calculations.
- Knowledge of non-HCV federal requirements that affect income and rent determinations, including Fair Housing and equal opportunity, fraud and program abuse, personnel and employment practices.
- Knowledge of HUD-established performance standards (SEMAP indicators) and HHA-established performance standards as they relate to income and rent determinations.
- Must possess Housing Choice Voucher Specialist Certification or obtain Certification within one year of hire date.

OTHER RESPONSIBILITIES:

- Perform other work-related duties as assigned.