

HOUSING AUTHORITY OF THE COUNTY OF CHESTER



30 West Barnard Street, Suite 2
West Chester, PA 19382
Phone 610-436-9200 * Fax 610-436-9203
www.haccnet.org

Housing Authority of the
County of Chester

"On the Road to Excellence"

Public Housing
Housing Choice Vouchers
Family Self Sufficiency
Homeownership

Board of Commissioners

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Solicitor: Vincent T. Donohue
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Executive Director
Paul Diggs

HACC Position: Housing Specialist

Type: Full-Time

Number of Positions: 1

Effective date: Immediately

Reports to: HCVP Director

Position Description/Job Summary:

The Housing Choice Voucher (HCVP) Housing Specialist is accountable to the Housing Choice Voucher (HCVP) Director for the effective execution and performance of an assigned case load of HCVP in accordance with the procedures of Housing Authority of the County of Chester (HACC) and Federal, State and Local regulations. HACC administers approximately 2,000 Housing Choice Vouchers.

Consistent with program rules and regulations the position involves responsibility of the following processes/functions: waitlist/intake, review and certification of applications, eligibility, income verification, annual reexamination, inspections, and internal and external reporting. All work is performed in accordance with federal guidelines with the goal to achieve and maintain HACC as a high performer under the Department of Housing and Urban Development's (HUD's) Section Eight Management Assessment Program (SEMAP), HACC's Administrative Plan, annual and long-term goals and objectives and associated HACC policies and procedures.

Duties and Responsibilities:

Work involves a variety of administrative functions.

1. Efficiently managing a HCVP caseload within the policies and regulations set forth by the Department of Housing and Urban Development and HACC. Governing documents include but are not limited to 24 CFR, HUD's HCVP, EIV, Section 8 pronouncements, HUD's Housing Choice

Voucher Program Handbook, HUD's SEMAP Regulations and successor management performance measurement systems and HACCs Administrative Plan.

2. The Housing Specialist assignment of caseloads and work performed may consist of one or more of the following programmatic areas: Housing Choice Vouchers, Ports, Project Based and SRO.
3. Ability to provide 24-hour follow-up to all participants.
4. Monthly recertification productivity will be monitored.

Examples of Work Performed:

- Processes the annual and interim re-examination processing of residents consistent with HUD regulations and HACC Administrative Plan and ensuring timely certification and that only compliant families are assisted by HACC.
- Responsible for all programmatic fiscal functions for case load as applicable including monthly balancing of HAP register for accounting department processing, the billing and collection of HAP and Administrative Fees for Portable Vouchers, tenant and landlord recoupments, and Project Base contracts.
- Coordinates HQS physical inspections with HCVP Director and processes HQS inspection data to update in Elite software.
- Maintains tenant and landlord files in a neat and orderly manner consistent with SEMAP Quality Control standards. Ensures compliance with privacy act rules and regulations.
- Assists HCVP Director in complying with all HUD mandated deadlines providing detailed information as requested. Routinely monitors work associated with SEMAP (and its successor systems) to achieve and maintain high-performer status.
- Assists HCVP Director in ensuring PIC (HUD Form 50058) submissions achieve and maintain 97% or higher submission rates.
- Utilizes HUDs EIV system for leasing functions, income information and reporting tenant debt information.

- Prepares periodic reports as needed for internal and external reporting as required by senior management, as well as the Department of Housing and Urban Development.
- Responsible for the integrity of all HCVP related software modules in the Elite System, and other systems operated for the operations of the HCVP functions including the HUD-EIV online system relative to assigned caseload.
- Attends staff meetings, performs work to meet established goals and objectives consistent with HUD rules and regulations to achieve high-performer status under HUD's SEMAP and its successor systems.
- Conducts themselves consistent with HACC Personnel Policy and HACC established standards. Attends requisite training.
- Types letters, reports and other documentation using MS-Excel or MS-Word.
- Performs related work as required or assigned by the supervisor.

Knowledge, Experience and Training:

- Is certified in Housing Choice Voucher Specialist and/or Project Base Specialist, HCV Eligibility and HCV Rent Calculation or obtains certifications within first year of employment in this position.
- One (1) or more years' experience in performing tasks associated with the performance of administrative duties, programs administered by a Public Housing Authority or comparable (low-income) property management agency; or One (1) year as a Management Aide.
- Ability to compose letters, reports and other documentation using MS-Excel or MS-Word.
- Ability to interpret and administer rules, regulations, and procedures relating to program administration.
- Ability to plan, organize, maintain, and monitor the management of Housing Authority records and reports for compliance with HUD regulations and HACCs administrative policies.
- Ability to establish and maintain effective working relationships with superiors, subordinates, residents, landlords, contractors, other agencies, and the public.

Minimum Qualifications

High School Diploma or General Education Degree (GED) and/or two (2) years in fields utilizing the knowledge, skills and abilities listed above. Must possess a valid Pennsylvania driver's license.