



HOUSING AUTHORITY OF THE COUNTY OF CHESTER

Position Title:	HCVP Housing Specialist	Position #:	
Date Position was Approved/Revised:	08/27/2024		
Reports to:	VP of the Housing Choice Voucher Program	Supervises:	N/A
Employment Status:	Full-Time	Pay Grade:	
		FLSA Status:	Non-Exempt

Position Summary: Under the direct supervision of the Vice President of the Choice Voucher Program, this position's primary role is to work with the Vice President of HCVP to effectively execute and perform clerical and technical work of routine difficulty involved in processing the required forms and documentation necessary to execute a Housing Assistance Program Contract between Housing Choice Voucher Program participants, landlords, and Housing Authority of Chester County (HACC). Routinely interacts with participants and landlords.

- Essential Duties:**
- Efficiently managing a HCVP caseload within the policies and regulations set forth by the Department of Housing and Urban Development and HACC in accordance with 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.
 - Processes the annual and interim re-examination processing of residents consistent with HUD regulations and the HACC Administrative Plan and ensuring timely certification and that only compliant families are assisted by HACC.
 - Responsible for all programmatic fiscal functions for caseload as applicable including monthly balancing of the HAP register for the 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 the Vice President of the HCVP 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 the Vice President of the HCVP in complying with all HUD-mandated deadlines by providing detailed information as requested. Routinely monitors work associated with SEMAP (and its successor systems) to achieve and maintain high-performer status.
 - Assists the Vice President of the HCVP in ensuring PIC (HUD Form 50058) submissions achieve and maintain 97% or higher submission rates.
 - Utilizes HUD's EIV system for leasing functions, income information, and reporting tenant debt information.
 - Produces content for Management and Board reports as assigned by the Vice President of the HCVP.
 - Prepares periodic reports as needed for internal and external reporting as required by senior management and others, as well as HUD.
 - 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 system.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of Public Housing Lease and Admission and Continued Occupancy Policy.
- Knowledge of the federal and state laws and regulations.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to maintain composure in stressful situations.
- Excellent organizational skills and ability to prioritize multiple tasks and demands.
- Ability to cultivate and develop inclusive and equitable working relationships with employees, clients, and community members.
- Ability to compile and analyze data.
- Ability to prepare reports and correspondence.
- Ability to come up with creative solutions when faced with adversity.
- Holds oneself personally responsible for one's own work - accepts responsibility for actions and adjusts behavior accordingly.
- Demonstrates willingness to request, receive, and provide feedback.
- Ability to utilize sound reasoning and critical thinking by making decisions aligned with the organization's direction and expectations.
- Exhibits openness and objectivity to others' views and is aware of their own personal bias.
- Demonstrates the ability to build relationships and connect with residents, community partners, Board members, and Authority employees.
- Demonstrates the ability to create a productive and positive team environment. Ability to use the computer and various software to efficiently perform responsibilities.

Education and Experience:

- High School Diploma or General Education Degree (GED) and/or two (2) years in fields utilizing the knowledge, skills and abilities listed above.
- 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.

Key Competencies:

A willingness to learn about and utilize market trends, competition, Authority policies, procedures, and cultural impacts of Leasing Programs. Excellent project management skills with a proven ability to design and implement creative solutions that drive business results.

Physical Demands & Work Environment:

- Work is principally sedentary but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment.
- Must be able to sit or stand for up to eight hours at a time while performing work duties.
- Must be able to bend, stoop, push, and pull in the performance of office-related duties.
- Must be able to use fingers bilaterally and unilaterally to operate office equipment.
- Must have vision and hearing corrected to be able to perform essential job functions.
- Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
- Must be able to lift up to 25 pounds.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approvals:

This job description has been approved by the following levels of management:

President/CEO: _____ Date: _____
Paul Diggs

Department Head: _____ Date: _____
Brenda Gomez

The employee's Signature below constitutes the employee's understanding of the requirements, essential functions, and overall duties of the HCVP Housing Specialist position.

Employee's Name (Print): _____ Date: _____

Employee's Signature: _____