



Housing Authority of Maricopa County

EMPLOYMENT OPPORTUNITY

Job Title:	Housing Specialist – Housing Choice Voucher (Section 8)
Location Address:	710 West 8 th Avenue Mesa, AZ 85210 <u>And</u> 2024 North 7 th Street Phoenix, AZ 85006
Conditions of Employment:	This is a full-time, nonexempt, classified position
Hiring Salary:	\$15.65 to \$19.55 per hour
Closing Date:	Open Until Filled (Applications will be reviewed when received)

The Housing Authority of Maricopa County is seeking highly motivated applicants for the position of Housing Specialist for its Housing Choice Voucher Program (Section 8). Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks.

Our Mission

The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

Our Vision

We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong and healthy family.

Job Summary:

Housing Specialists are responsible for managing a caseload of approximately 450 Housing Choice Voucher (HCV) Program participants in accordance with HAMC policy, and state and federal rules and regulations.

Primary Duties: Conducts initial program orientations and annual or interim recertifications; verifies applicant eligibility and occupancy information; prepares contracts and program occupancy documents; calculates rent and Housing Assistance Payments (HAP) and processes participant program terminations in accordance with program guidelines and applicable regulations; processes requests for Housing Quality Standards (HQS) inspections and assures timely completion and results reporting; performs rent reasonable tests; facilitates enrollment application and performs ongoing case management of new and existing participants in the HCV Family Self-Sufficiency Program (FSS); provides exceptional customer service in explaining housing program rules, procedures, forms, and standards to clients, potential clients, and landlords; maintains absolute confidentiality of work-related issues and client records and resolves issues or problems with clients and landlords; performs clerical and administrative duties including data entry, document preparation and processing, and maintenance of participant files.

Preferred Knowledge and Skills:

- Knowledge of HUD housing program regulations and eligibility requirements.
- Knowledge of HCV portability requirements.
- Knowledge of FSS program requirements.
- Knowledge of community services agencies and other local assistance programs.
- Skill in evaluating case management issues with ability to take action with regard to client needs.
- Skill in reporting and documentation.
- Skill in establishing cooperative working relationships with recipients, landlords, community service and housing agencies, and co-workers.
- Skill in interacting with different social, economic and ethnic backgrounds.
- Skill in following and providing verbal and written instructions.
- Skill in using computers and Microsoft Office Suite applications.

Qualifications:

- High School Diploma AND three (3) years experience in the housing industry, property management, or similar setting;
- Industry certifications of Section 8 or Public Housing Occupancy or ability to obtain within one year of hire, and/or advanced education preferred;
- Proficiency in Microsoft Office applications including Word, Excel, and Outlook as well as Internet Explorer;
- Current Arizona Driver's License required.

The Housing Authority of Maricopa County participates in the Employment Eligibility Verification Program (E-Verify) and requires a drug screen and background check for new employees.

Applicants must be truthful and accurate and avoid providing inconsistent information, incorrect dates, partial or incomplete information when completing the application and any supplemental documents. Falsifying or omitting information during any stage of the selection process may make you ineligible for consideration or continued HAMC employment.

Work Environment

Physical Ability: Some tasks involve some physical effort, for example, some standing and walking, or frequent light lifting (2-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop of office equipment. Tasks may involve extended periods of time at a keyboard or workstation.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes).

Sensory Requirements: Some tasks may require color perception and discrimination.

Filing Process

Your completed online application must be by 5:00 p.m. on the identified recruitment closing date, if any.

If you need assistance completing your application, please visit the Human Resources Department located at Suite 201, 2024 N. 7th Street, Phoenix, AZ 85003-2145.

Equal Employment Opportunity

It is the policy of the Housing Authority of Maricopa County ("HAMC") not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer.

The HAMC Human Resources Department provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact HAMC Human Resources at 602-744-4500 if you require assistance.