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| JOB POSTING |
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| Title: | HCV Specialist |
| Reports To: | Executive Director |
| Employment Type: | Regular, Full-Time; Initial 90 Day Probationary Period |

SUMMARY OF POSITION

The purpose of this position is to provide operational support of the River Rouge Housing Commission’s Section 8 programs by assisting in the delivery of program services and will include application processing, waiting list management, portability actions, intake actions, and recertification duties. Additionally, work involves communication with participating property owners and management companies. The work is performed under the supervision of the Executive Director.

DUTIES AND RESPONSIBILITIES

- Recertifications (Annual, Interim and Special): Notify program participants and landlords of scheduled reexaminations. Interview participants, verify, and document required information. Calculate HAP/tenant share of rent. Recertifications may be conducted via mail, individual or group briefing sessions or as a home visit where a reasonable accommodation to persons with disabilities is required. Process requests for minimum rent hardship exemptions. Notify participant and landlord of new HAP and tenant payment amounts. Enter recertification data into computer system and generate a HUD-50058. HUD regulations require timely processing of annual and interim recertifications, including corrections, MTCS or other essential data.
- Terminations: Initiate voucher termination for participants who fail to comply with program requirements. Initiate HAP Contract terminations and HAP abatements for landlords who fail to comply with program requirements. Prepare cases for hearings; participate in hearings as required.
- Inspections: Schedule inspections as required by RRHC’s Administrative Plan. Follow-up with inspectors on progress of inspection. Submit recommendation to the Executive Director for abatement of HAP.
- Establish and maintain participant and landlord files in accordance with DHC file protocols. This includes timely filing of all documents related to the participant file.
- Maintain the confidentiality of designated information. Perform work in accordance with HUD and PII (Personally Identifiable Information) policies.

- **Application Processing:** Accept applications from the public as required. Explain program procedures, eligibility criteria, waiting list preferences, anticipated waiting times, and other program issues to applicants and the public. Place applicants on the waiting list in accordance with RRHC's Administrative Plan and applicable HUD guidance and/or regulations.
- **Waiting List Management:** Participate in a waiting list update (purge) at least annually or as required; update applicants' personal information and waiting list placement as required.
- **Portability:** Explain RRHC's portability procedures to families porting into or out of the jurisdiction. May assist as required with port-ins by providing documentation to initial PHAs and DHC's respective Finance Department(s). May assist with follow-up with gaining PHAs to determine the status of port-outs; provide documentation to Finance Department when families are housed.
- Perform other related duties as assigned.

QUALIFICATIONS

- A minimum of an Associates' degree from an accredited college or university;
- A minimum of four (4) years of full-time housing management experience with an emphasis in any HUD affordable housing programs;
- Completion of HCV Specialist Certification and rent calculation courses within six months of start date;
- Valid driver's license;
- Able to stand for extended periods of time; and
- Able to work in an office setting, inside occupied/vacant units and outside in all types of weather conditions.

SUBMISSION

Please submit resume detailing experience and education and salary requirements to enugin@riverrougehousing.com.