

LIVERMORE HOUSING AUTHORITY CLASSIFICATION DESCRIPTION

CLASSIFICATION:	Housing Specialist I (HCVP)	NUMBER:	
DIVISION/DEPT:	Section 8 (HCVP) Unit	SCHEDULE:	
		FLSA:	NON-EXEMPT
APPROVED:		DATE:	

	Human Resources		

POSITION SUMMARY

The Housing Specialist I is an entry level position for this classification series. The Housing Specialist I works under general supervision of the Manager of Section 8 (HCVP), and/or the Housing Specialist II and III. Under supervision, the Housing Specialist I assists in determining initial and continuing eligibility of participants in the program and other duties as assigned.

JOB FUNCTIONS AND ESSENTIAL DUTIES

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, is similar or closely related to another duty statement or a logical assignment to the classification.

Interview clients or applicants, assist in completing the prescribed application and declaration forms in order to determine eligibility.

Elicits and verifies pertinent information from applicants and current recipients concerning items such as: income, resources and financial obligations and obtains signatures.

Obtains information such as 3rd party verifications relative to applicants or current recipients from employers, Social Security and other agencies.

May assist with computations to set amount of rent based on current rent schedules.

May assist with preparation and/or typing of forms required by Federal, State and County governmental entities.

May assist with Housing Quality Standards Inspections, according to HUD regulations and Livermore Housing Authority (LHA) Administrative Policy.

May assist with interpretation of program regulations and other pertinent material for applicants, recipients and the general public, including landlords.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to learn and acquire necessary knowledge of HCVP rules, regulations and procedures.

Working knowledge of the requirements of eligibility determination for assisted housing programs is preferred. Knowledge of Social Security and Supplemental Security Requirements,

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Cal WORKS and General Assistance is also preferred. Knowledge of Housing Quality Standard Inspections a plus.

Ability to interview effectively to obtain necessary information; ability to accurately gather, evaluate and record data necessary for determining eligibility to Section 8 HCVP.

Ability to use Microsoft Windows, Word, and Excel software programs. Ability to use imaging data.

Skill, speed and accuracy in completing numerical calculations, determining priorities, and adjusting to necessary changes in priorities.

Skill in performing detailed and accurate work and adapting to new and changing work requirements.

Skill in maintaining harmonious rapport with co-workers and clients, and in maintaining effective working relationships with the public, tenants, landlords, and other service agencies and staff of other Housing Authorities, and the general public. Skill in providing excellent customer service.

TRAINING, EXPERIENCE, LICENSES OR CERTIFICATES

Possession of an AA degree with a major in business administration or a related field from an accredited community college. One year of experience in housing eligibility determination in a Section 8 housing program or a related field where program eligibility determination had to be made.

Sensitivity to and experience working with ethnically and culturally diverse individuals, communities, agencies and organizations which comprise the constituency of the LHA.

Possession of a valid California driver's license or ability to obtain a California driver's license within 10 days of employment and automobile insurability by the LHA's insurance carrier.

REVIEWED BY:			
APPROVED BY:		DATE:	
LAST UPDATED BY:		DATE/TIME:	