

**PASCO COUNTY HOUSING AUTHORITY
SECTION 8
HOUSING SPECIALIST**

NATURE OF WORK/MAJOR FUNCTIONS:

THE PERSON IN THIS CAPACITY HAS GENERAL PUBLIC CONTACT AND MUST WORK INDEPENDENTLY.

WORK INVOLVES INTERVIEWING APPLICANTS FOR THE EXISTING SECTION 8 VOUCHER AND CERTIFICATE PROGRAM; CONDUCT ALL INTERIMS AND REEXAMS AS REQUIRED UNDER HUD REGULATIONS; GENERAL TYPING; ANSWERING TELEPHONE CALLS; ASSISTING WALK-INS; PROVIDING INFORMATION AND REFERRAL TO VARIOUS SOCIAL SERVICE AGENCIES.

THE HOUSING SPECIALIST SHALL WORK UNDER THE DIRECT SUPERVISION OF THE SECTION 8 COORDINATOR AND THE INDIRECT SUPERVISION OF THE EXECUTIVE DIRECTOR.

AREAS OF RESPONSIBILITIES:

CONDUCT ANNUAL RECERTIFICATION AND INTERIM CHANGE IN ACCORDANCE WITH HUD REGULATIONS THAT GOVERN THE EXISTING SECTION 8 CERTIFICATE/VOUCHER PROGRAM.

SUBMIT COMPLETED FILES TO THE SECTION 8 COORDINATOR IN A TIMELY MANNER SO HAP CHECKS CAN BE ISSUED.

MAINTAIN AND UPDATE TENANT FILES IN THE COMPUTER SYSTEM.

ASSIST NEW CLIENTS IN LOCATING HOUSING ON THE PRIVATE MARKET.

ASSIST THE CLIENTS IN PREPARATION OF THEIR NEED ASSESSMENT PLANS AND REFER THEM TO APPROPRIATE SERVICES BASED ON THEIR ASSESSMENT.

ACT AS AN INTERMEDIARY WHEN THERE ARE PROBLEMS WITH THE SERVICES.

NETWORK WITH OTHER AGENCIES THAT ARE ASSOCIATED WITH THE EXISTING SECTION 8 CERTIFICATE AND VOUCHER PROGRAM.

SOLICIT INVOLVEMENT FROM THE PRIVATE AND PUBLIC SECTOR IN REGARDS TO JOBS, TRAINING EDUCATION ETC....

REPORT ALL CASES OF DISCRIMINATION TO THE SECTION 8 COORDINATOR

TAKE APPLICATIONS AND DETERMINE ELIGIBILITY FOR THE SECTION 8 PROGRAM.

CONDUCT INVESTIGATION ON ANY FRAUD CASES THAT HAVE OCCURRED IN THE SECTION 8 DEPARTMENT. PREPARE REPORT OF FINDINGS TO THE SECTION 8 COORDINATOR AND MAKE A RECOMMENDATION OF EITHER REPAYMENT OR TERMINATION.

THE SECTION 8 COORDINATOR WILL HAVE THE FINAL DECISION.

CONDUCT CONFERENCES WITH LANDLORD/TENANTS AS NECESSARY REGARDING ANY CONFLICTS. INFORM THE SECTION 8 COORDINATOR OF ALL SITUATIONS.

PROVIDE INFORMATION AND REFERRAL TO VARIOUS SOCIAL SERVICES PROGRAMS.

PERFORMS ANY AND ALL RELATED DUTIES THAT MAY BE ASSIGNED BY THE SECTION 8 COORDINATOR AND/OR EXECUTIVE DIRECTOR.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF BUSINESS, ENGLISH, SPELLING AND BASIC ARITHMETIC.

CONSIDERABLE KNOWLEDGE OF OFFICE PRACTICES, PROCEDURES, AND OPERATIONS OF OFFICE EQUIPMENT.

ABILITY TO UNDERSTAND, FOLLOW, AND RELAY COMPLEX ORAL AND WRITTEN INSTRUCTION.

ABILITY TO ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIP WITH OTHER EMPLOYEES.

ABILITY TO DEAL WITH THE PUBLIC POLITELY AND EFFECTIVELY, BOTH ON TELEPHONE AND IN PERSON.

ABILITY TO MANAGE AND RESOLVE CONFLICT.

ABILITY TO CONDUCT THE BUSINESS WITH THE PUBLIC IN A POSITIVE AND PLEASANT MANNER.

KNOWLEDGE OF SECTION 8, VOUCHERS AND CERTIFICATES.

DESIRABLE EXPERIENCE AND TRAINING:

MUST HAVE GRADUATED FROM A STANDARD HIGH SCHOOL OR HAVE GED CERTIFICATE FROM RECOGNIZED AGENCY.

MUST POSSESS GOOD TYPING SKILLS.

SPECIAL NECESSARY REQUIREMENTS:

POSSESSION OF A VALID FLORIDA STATE DRIVER'S LICENSE AT ALL TIMES AND THE ABILITY TO BE INSURED BY THE AUTHORITY'S AUTO INSURANCE CARRIER. THE EMPLOYMENT WILL BE TERMINATED IF THE LICENSE IS SUSPENDED OR REVOKED.

MUST BE CAPABLE OF BEING BONDED.

BY SIGNING BELOW, I AM STATING THAT MY JOB DESCRIPTION WAS EXPLAINED TO ME AND I UNDERSTAND MY RESPONSIBILITIES. I ALSO UNDERSTAND THAT MY ANNUAL MERIT INCREASE WILL BE BASED ON THE PERFORMANCE OF MY DUTIES.

HOUSING SPECIALIST/DATE

EXECUTIVE DIRECTOR

REV. JANUARY 2003

APPROVED BY THE BOARD OF COMMISSIONERS NOVEMBER 30, 1994.