

Job Description for Housing Specialist

Under occasional supervision, assists with the implementation of the Housing and Urban Development Section 8 / HCV rental assistance program. Determines client eligibility; ensures assistance and rental payments to landlords and tenants are in compliance with HUD guidelines; maintains accurate and up-to-date department records and client files.

Maintains knowledge of current HUD and CHA regulations and requirements pertaining to Section 8 / HCV assisted housing.

Schedules and conducts interviews with clients to determine continued eligibility and eligibility status; initiates tenant background checks as necessary.

Briefs landlords on program regulations; arbitrates disputes between landlords and tenants; counsels clients and landlords as necessary.

Reviews, prepares and/or processes contracts, leases, agreements, transaction entries, re-examination schedules, etc. Authorizes payments to landlords and tenants based on eligibility; implements termination of assistance as warranted with proper prior notification

Under occasional supervision, performs clerical and secretarial duties of a moderately complex nature to assist with the management of Key Bank Card/Direct deposit accounts and inspection referrals. Maintains accurate and up-to-date tenant files; process Key Bank Card/Direct deposit requests; process inspection referrals. The class works within a general outline of work to be performed, and develops work methods that are general in nature and for which there are precedents. Work is performed under general supervision..

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, telephone, calculator, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of five to ten pounds

Benefits Package:

Full-Time Equivalent (FTE)

Insurance Programs

Yes

Annual Leave, Sick Leave, Insurance along with South Carolina Retirement

Education:

Do you have at least a Bachelor's degree and 1 year of work experience that is directly related to the area of employment, or high school diploma and 5 years work experience that is directly related to the area of employment; or equivalency?

Interested applicants should send a CHA application or resume to Human Resources, CHA, 1917 Harden Street, Columbia, SC 29204