

**BRISTOL HOUSING**  
***HCV SPECIALIST***  
**JOB DESCRIPTION**

Under the supervision of the CFO and Federal Guidelines of the HUD Section 8 HCV Program, the HCV Specialist executes all activities and administers the Section 8 HCV Program which provides opportunities for public-sponsored housing assistance in privately-owned dwellings.

**POSITION DUTIES**

1. Manages the waiting list for the HCV Program; meets with applicants to determine eligibility when vouchers are available for issuance, verifying all income, assets, family members, etc.
2. Works as a team member with other staff to conduct initial briefings to issue vouchers to eligible applicants, reviewing program rules with participants/landlords.
3. Performs all Housing Quality Standards (HQS) inspections to include the initial inspection, annual inspection and any special and/or move-out inspections as needed.
4. Performs HQS inspections for neighboring PHA's based on BH contractual obligations with those PHA's.
5. Issues and maintain invoices for HQS inspections performed for neighboring PHA's.
6. Calculates/verifies rents, tenant utility allowances and rent reasonableness tests for all new leases. Maintains information on unassisted properties to use as rent reasonableness comparisons. Prepares paperwork, leases and contracts for participants and landlords.
7. Monitors the participation of both participants and landlords in the Section 8 HCV Program according to program guidelines. Acts as liaison between participants and landlords to review lease and program rules and inform each of their rights and responsibilities. Coordinates meetings to foster and maintain cooperative relationships between landlords, participants and Bristol Housing. Assists in resolving participant and landlord problems.
8. Monitors program for participant and landlord abuse. Investigates all reports of fraud and abuse and maintains files on these reports and investigative results. Recommends to the CFO contract terminations and participant voucher terminations from the Section 8 HCV Program. Conducts and/or participates in participant and landlord informal hearings.
9. Approves and prepares contract transfers to new owners. Approves all participant moves and unit transfers.
10. Prepares Repayment Agreements for participants and landlords and assists CFO in maintaining Accounts Receivables for debts and referrals for prosecution and/or referral to a collection agency.

11. Coordinates with other Housing Authorities regarding portability requests (incoming and outgoing). Oversees billing of housing agencies for HCV's administered by Bristol Housing, and works with CFO to submit payments to housing agencies that administer HCV's on behalf of Bristol Housing.
12. Performs annual recertifications and interim recertifications on a monthly basis for participants. This involves gathering and verifying data on tenant household composition, income, assets, and expenses.
13. Prepares and maintains monthly reports on the Section 8 HCV Program. This includes reports on program activity and monthly listings of Fair Market Rent Exceptions, reasonable accommodation approvals, informal hearing decisions and reports of elevated blood lead levels in participants as obtained from the local health department. Prepares and submits monthly Section 8 HCV report to CFO, CEO and Board of Commissioners. Attends Board Meetings as instructed by CEO.
14. Coordinates and prepares Section 8 HCV correspondence.
15. On a monthly basis, assists with submission of electronic files on all Section 8 HCV Program activity to HUD.
16. Utilizes Internet and other media resources to monitor changes in HUD policies and regulations. Revises documents as necessary. Works with the CFO to draft policy changes for Administrative Plan and submits to the CEO and Board of Commissioners for approval.
17. Attends periodic seminars and training sessions as needed.