



Serving elderly, disabled & low income citizens of
Bristol and Sullivan County, Tennessee
204 Bluff City Hwy. • Bristol, TN 37620-4215

HCV SPECIALIST

Bristol Housing is seeking an individual to administer its *Section 8 Housing Choice Voucher* Program that provides opportunities for public-sponsored housing assistance in privately owned dwellings.

This is a non/exempt position which reports directly to the Chief Financial Officer.

Education and Experience:

- Minimum high school graduate, prefer some college coursework and degree.
- Three to five years demonstrated work history in an HCV, public housing, multi-family, or HUD related program.
- Experienced in the use of MS Office programs including Word, Excel, PowerPoint, etc.
- Experience working in a public setting, interacting with individuals from various socio-economic levels is desirable.
- Ability to communicate effectively and professionally both orally and in writing
- Ability to plan, organize, work efficiently and handle multiple tasks simultaneously
- Ability to make decisions, solve problems and meet deadlines as required
- Current and valid driver's license.
- Ability to be insured under the Housing Authority's vehicle policy.

Beginning salary is \$35,984 DOE. Position is full time with benefits.

**A full job description is available at www.bristol-housing.com.
If interested, send an e-mail indicating your desire to be considered along with
a current resume to Ms. Regina Edwards, CFO: rqedwards@bthra.com
This must be received no later than 12:00 pm on October 19th, 2020.**

EOE