

Harrisonburg Redevelopment and Housing Authority Position Description

Position Title: Housing Choice Voucher Specialist

Reports To: Housing Choice Voucher Program Manager

Function: Performs Housing Choice Voucher case management activities consistent with Housing and Urban Development's Housing Choice Voucher program standards and the Authority's Admissions and Continued Occupancy Policies.

Duties And Responsibilities:

1. Provides case management services to assign caseload. Responds to inquiries from applicants, prospective applicants, rental property owners and other interested parties by providing standard information on Housing Voucher Choice program requirements and procedures; refers non-standard questions and unresolved complaints to the Program Manager. Calculates rent subsidy, as directed; schedules and prepares material for briefings; assists and insures that applicants complete and sign required documents and forms. Refers questionable cases to Housing Choice Voucher Program Manager for disposition.
2. Ensures that rent subsidy is calculated correctly; conducts participant briefings; assists applicant in locating suitable and qualified housing; oversees and performs interim and annual re-examination to determine tenant income and family status; makes related adjustments in subsidy amounts.
3. Contacts landlords and prospective landlords to advise them of program requirements and to obtain required documents, forms and signatures. Prepares related correspondence and follows up to insure landlords return information and documents required.
4. Maintains files consistent with the Housing Choice Voucher program records standards and within the Authority's software system.
5. Schedules inspection, and annual and interim re-examinations.
6. Provides subsidy payment information to the Director of Finance.
7. Performs additional duties and responsibilities as required.