



**EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY**

Position Title: Occupancy Specialist

Announcement No.: 12-001

THIS ANNOUNCEMENT IS OPEN TO ALL INTERESTED CANDIDATES

DEPARTMENT: Section 8 Department
SALARY RANGE: \$41,662 - 66,664 per annum

OPENING DATE: Friday, January 6, 2012
CLOSING DATE: Until Filled

DESCRIPTION OF DUTIES: Under direction of the Housing Programs Manager, The incumbent will perform case management duties for Housing Choice Voucher (HCV) program clients, including verification of eligibility for HCV housing assistance and processing move documents in accordance with established SNRHA policies and Housing and Urban Development (HUD) regulations. The incumbent is also responsible for annual recertification's; interim contracts, and the processing of weekly and monthly reports. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

- Perform case management duties involving the annual, interim, and contract execution for HCV participants'; interview clients to assure continued compliance with HCV program guidelines; explain SNRHA program requirements; and answer questions about policies, rules, regulations, and procedures within department established timelines.
- Review client application and files; collect and research information that verifies family composition, income, criminal history, and other factors affecting eligibility and/or continued assistance; enter updated information on case files and database; and calculate income accurately, certify eligibility, and re-calculate rent as needed within timelines established by HUD and SNRHA HCV Department, i.e. interims, annuals, and adjustment actions.
- Maintain and correct client continued occupancy forms and program document files; contact clients to clarify informational discrepancies; organize and maintain case files and records; maintain file integrity and confidentiality by adhering to policies and procedures.
- Process case files for moves; review files, resolve issues, and assure compliance to guidelines; verify leased housing files are complete, information is correct and current, and all procedures are followed; assures inspections are completed in a timely manner and notify management of any missing annual inspection and that landlord information is accurate. Complete contracts within HCV department guidelines.
- Brief clients on move-ins, terminations, income changes and rent increases; review documentation, procedures, program guidelines, and assure effective communication of issues in accordance with Housing Authority policy and procedures.

MINIMUM REQUIREMENTS: Applicants must show any combination of experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: Two (2) years of responsible program eligibility or social service work experience. Preference will be given to those applicants with public housing, public sector, social services agencies, or private property management firm with emphasis on interviewing techniques and case management experience. Some positions require English/Spanish language skills.

Education: High School diploma or GED.
OR three (3) years equivalent combination of education and experience.

NOTE: As a condition of employment, this position requires that the incumbent possess or be able to obtain a Rent Calculation Voucher Certificate from a HUD approved certification agency within the first year of employment.

KNOWLEDGE/SKILLS/ABILITIES:

1. Ability to certify applicants for rental assistance.
2. Ability to calculate rent and determine subsidy.
3. Ability to process re-certification.
4. Ability to interpret and apply a variety of rules and regulations.
5. Ability to prepare reports and maintain a variety of written and statistical information.
6. Ability to communicate verbally and in writing with clients, co-workers and supervisors.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Motor Vehicle Operator Identification: Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

Supplemental Information: This is a non-exempt position and is eligible for participation in the bargaining unit that represents Southern Nevada Regional Housing Authority employees.

Pre-Employment Drug Testing & Background Check: Satisfactory results of the pre-employment drug test and background check is required.

HOW TO APPLY:

Applicants must submit complete Employment Application, and voluntary Affirmative Action Questionnaire. Applications may be obtained at www.snvrha.org or picked up and submitted to the Southern Nevada Regional Housing Authority, 5390 E. Flamingo Rd., Las Vegas, Nevada 89122, or by calling (702) 922-1636, TDD (702) 387-1898. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 5:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned.**

Notice To Disabled Applicants: To request an accommodation contact the Human Resources Department.

QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS.
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

