



EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Occupancy Specialist

External/ Internal Posting

Announcement No.: 20-012

DEPARTMENT: Housing Programs/Section 8
SALARY RANGE: \$44,658 - \$71,448 per annum

OPENING DATE: Monday, June 29, 2020
CLOSING DATE: Until Filled

POSITION SUMMARY: This position performs 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 re-certifications, 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.

SUPERVISION EXERCISED: No direct supervision.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions are listed in “bold.” Secondary duties are not in “bold.”

- **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 port-in documents 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.**
- **Ensure 50058s have correct coding for action type and program and EIV is reviewed an in each client file.**
- **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 passed inspections booklets are in files are completed in a timely manner and notify management of any missing annual inspection booklet, Verify landlord information is accurate on form and file. Complete contracts within HCV department guidelines by 14 days or less, if ready.**
- **Advise participant regarding their HUD Family Obligations and Federal regulations relating to the HCV program and methods of determining rent.**
- **Contact employers, public and private health care providers, and/or welfare agencies to verify participant’s information in accordance with Housing Authority policy and procedures.**

MINIMUM REQUIREMENTS: Applicants must possess 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 experience working in section 8, public housing, public sector, social services agencies, or private property management firm with emphasis on interviewing techniques and case management. Some positions require English/Spanish language skills.

Education: High School diploma or GED required.

Licenses and Certifications: Possession of the HCV Rent Calculation Certificate or must be able to obtain the HCV Certificate within one year of employment.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of SNRHA policies and procedures.
2. Knowledge of HUD and other Federal and State HCV program regulations and eligibility requirements, including Code of Federal Regulations (CFR) and HUD standards and procedures.
3. Knowledge of counseling, interviewing, and case management techniques and procedures.
4. Principles of record keeping and records management.
5. Ability to review and interpret HUD regulations, documents, and client case files.
6. Ability to Interview clients and explain Housing Authority programs, policies, and procedures

Computer skills required include: Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat, Yardi, and Perform Data Entry.

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.

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.

Supplemental Information: This is a **non-exempt** position and is eligible for participation in the bargaining unit that now 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.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Company will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: All interested candidates must submit complete Employment Application, with updated Resume attached. Applicants can go to www.snrha.org click on employment tab and complete Employment Application on job portal. 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.** The closing date may be earlier than listed based on number of applications received.

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/SECTON 3 HUD EMPLOYER.