



EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Eligibility Specialist
External/Internal Candidate

Announcement No.: 21-002

DEPARTMENT: Admissions Department

OPENING DATE: Monday, February 22, 2021

SALARY RANGE: \$38,522 - \$ 61,547 per annum

CLOSING DATE: Friday, March 5, 2021

DESCRIPTION OF DUTIES: Under Direct supervision of the Eligibility Manager, this position performs administrative duties to determine eligibility for housing assistance and Housing Choice Voucher (HCV) programs in accordance with established SNRHA policies and Housing and Urban Development (HUD) regulations. The incumbent is responsible for conducting eligibility interviews and sending out notices, reports and correspondence as required. Including the ability to perform subsequent actions such as calculation of rent and average wages. 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.

PRIMARY, SECONDARY, AND ESSENTIAL JOB FUNCTIONS/DUTIES

- **Conduct eligibility interviews for persons applying for admission to public housing and Housing Choice Voucher (HCV) programs, including special programs; explain SNRHA program requirements and answer questions about policies, rules, regulations, and procedures in accordance with HUD and Housing Authority standards.**
- **Review client application and files; research information that verifies family composition, income, credit history, criminal history, and other factors affecting eligibility; enter required information on intake forms; and calculate income, determine eligibility, and calculate rent in an accurate and timely manner.**
- **Process public housing applications; maintain file on applicants; reply to inquiries by telephone and mail regarding status of applications; update wait lists**
- **Creates and sends out notices, reports, and correspondence as required.**
- **Establish and maintain completed files on assigned caseload and meet production guidelines including withdrawing files and sending out withdrawal notices in accordance with Housing Authority policy and procedures.**
- **Update and verify applicant data in computer system; organize and maintain caseload files and records; maintain file integrity and confidentiality by adhering to policies and procedures.**
- **Maintain and correct application and program documentation files; contact applicants to discuss and clarify informational discrepancies, and assure effective communication of issues in accordance with Housing Authority policy and procedures.**
- **Process and track files, records, reports, and legal documents; check wait lists, property availability, and client's status; access and locate information as required.**

MINIMUM REQUIREMENTS:

Work Experience: Two (2) years experience working in 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 equivalent.

KNOWLEDGE/SKILLS/ABILITIES:

1. Ability to work and assist clients from a diverse social and economic background.
2. Ability to verify client's information and assist them with available services.
3. Ability to communicate verbally and in writing with clients, co-workers, supervisors and managers.
4. Knowledge of preparing reports, maintaining files and typing a variety of materials.
5. Ability to perform receptionist duties and work with people while representing the department.
6. Ability to operate and maintain computer records.

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

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.

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 Agency 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 visit 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 6:00 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.