



Position Title: Senior Occupancy Specialist
Internal/External

Announcement No.: 21-016

DEPARTMENT: Housing Programs/Section 8
SALARY RANGE: \$48,069 – 76,918 per annum

OPENING DATE: Wednesday, August 12, 2021
CLOSING DATE: Until Filled

DESCRIPTION OF DUTIES: Under direct supervision of the HCV Supervisor, this position performs case management duties for Housing Choice Voucher (HCV) housing clients, including verification of eligibility for HCV housing assistance in accordance with established SNRHA policies and Housing and Urban Development (HUD) regulations. 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 supervisory responsibilities.

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 and interim for HCV participants recertification process; interview clients to assure continued compliance with HCV program guidelines; explain SNRHA program requirements; answer questions about policies, rules, regulations, and procedures.**
- **Review client files; collect and research information that verify family composition, income, criminal history, and other factors affecting eligibility; enter updated information on case files and database; calculate income, certify eligibility, and re-calculate rent as needed within timelines established by HUD, the SNRHA, HCV department, i.e. interims, annuals, and adjustment actions.**
- **Maintain and correct client application and program documentation 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.**
- **Ensure that 50058s are coded correctly for action type and programs.**
- **Process case files for initial lease-ups and 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 that landlord information is accurate and contracts/files submitted for contract execution within established timelines.**
- **Complete accurate quality control in compliance with HUD regulations/criteria and Housing Authority policies and procedures. Ensure team members correct errors within established timelines and tracking/maintain in accordance with established guidelines.**
- **Process change in accordance within Housing Authority and department policy and procedures.**
- **Assist the HCV Supervisor, Housing Program Manager, Deputy Director of Housing Programs (HP), and the Director of HP in responding to inquires related to the HCV Program; respond to and resolve difficult tenant and property owner complaints and public inquires relating to their assigned teams as required.**

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: Three (3) years of experience working in HCV Program, and/or a combination of HCV experience and public sector, social services agencies, or private property management firm with emphasis on interviewing techniques and case management. Some positions may require English/Spanish language skills

Education: Associates degree in public or business administration, social work or similar discipline; Five (5) years equivalent combination of education and experience.

LICENSES AND CERTIFICATIONS: Must possess HCV rent calculation certification and must be able to obtain HCV Management Certification within two (2) years of hire.

KNOWLEDGE/SKILLS/ABILITIES:

1. 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.
2. Knowledge of counseling, interviewing, and case management techniques and procedures.
3. Ability to act with integrity.
4. Ability to review and interpret HUD regulations, documents, and client case files.
5. Skill in two-way communication techniques lift and carry heavy objects.
6. Skill in multi-tasking and meeting multiple deadlines as required by supervisor.

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 on 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/SECTION 3 HUD EMPLOYER.