

Housing Specialist

The Adams County Housing Authority is seeking a Section 8 Housing Choice Voucher **Housing Specialist** to join the Housing Programs department. The Housing Specialist oversees caseload management for approximately 300+ Housing Choice Vouchers. Duties include conducting annual and interim recertification, maintaining a comprehensive filing system and computerized data base for all program participants, negotiating leases, including dispensing program information to inquiring owners and managers. The Housing Specialist also answers and responds to telephone inquiries on behalf of the Housing Programs department in a timely fashion, inspects units for pre-occupancy and interim certifications as needed, and ensures all State and Federal mandated privacy regulations are being met while dealing with clients and their information.

The successful candidate must have strong interpersonal, written and oral communication skills; the ability to manage multiple tasks; the ability to work independently and meet deadlines in a fast paced environment.

Knowledge

- Knowledge of program requirements and guidance as reflected in HUD regulations, handbook, notices, forms, and guides
- Knowledge of non-program federal requirements that affect income and rent determinations, including fair housing and equal opportunity, fraud and program abuse
- Knowledge of Yardi Voyager (preferred but not required)
- Knowledge of Microsoft Office Suite of products (Word, Excel, Access, Power Point, Publisher)

Skills

- Analytical and problem solving skills
- Decision making skills
- Strong organizational skills
- Strong internal and external customer service skills
- Solid work ethic
- Basic math skills, including addition, subtraction, multiplication, division, proration, estimation, and percentages

Abilities

- The ability to apply HUD and PHA-established policies and procedures to consistently produce on-time and accurate income, rent and subsidy calculations
- Ability to effectively present information and respond to questions from groups of clients, customers, and the general public
- Strong attention to detail
- Excellent listening ability
- Ability to assess own strengths and weaknesses
- Strong personal accountability
- Ability to adapt to changing priorities
- Ability to plan and prioritize work

Please forward your resume to:

Adams County Housing Authority
Attn: Brenda Mascarenas
7190 Colorado Boulevard
Commerce City, Colorado 80022;
Fax: 303.227.2098; or
Email: jobs@achaco.com.

No phone calls, please.

Adams County Housing Authority offers an excellent benefit package which includes: medical, dental, vision, life, short term and long term disability, 401(k) match and participation in the Public Employer's Retirement Association. ACHA is an Equal Opportunity Employer EOE.