



Job Title: Housing Coordinator – Section 8
Department: Housing
Reports to: Housing Supervisor
Position Classification: N04
Approved Date: December 2018

Position Summary:

The Housing Coordinator Section 8 position coordinates and maintains the full lease-up, annual recertification, interims, and HAP check processing for the Section 8 program. Makes necessary changes as needed to comply with federal, state and other funding regulations. Ensures completion of inspections, addresses both participant and applicant concerns, attends and hosts grievances as well as markets the program with the public sector (landlord evening events, etc.). This position is responsible for accurate and timely input into computerized systems, assuring compliance regulation changes, and complete program utilization.

Job Duties:

- Obtain and maintain complete lease up of applicable number of vouchers with eligible participants by conducting orientations, and securing third party written verifications.
- Assure proper screening and Fair Housing as defined by the S8 Admin Plan.
- Maintain program regulations by conducting annual recertification's, and process interim verification changes as needed in a timely manner to allow for 30-day notice for rent increase, or immediate notice of rent decrease.
- Responsible for active collections of all amounts owed the S8 Program by participants i.e. income discrepancies.
- Maintain database in computer system to allow for use of all LHA employees as needed, making necessary changes and rent calculations in a timely manner.
- Process HAP requests, etc. in timely fashion.
- Make necessary changes and updates to database and computer system as required and recommended by software provider and funding sources.
- Monitor financial integrity of Section 8 program (in partnership with accounting staff) by determining waitlist opening timeline and coordination of top of the list process.
- Submit & monitor accuracy of participant information in PIH Information Center (PIC).
- Monitor, pull, and calculate Enterprise Income Verification (EIV) reports and place in tenant files as applicable, and maintain and keep updated the EIV Master Book.
- Represent LHA in networking with outside organizations that support low- income programs.
- Actively seek and maintain relations with outside agencies by networking, group attendance, etc.
- Offer existing and new programs to participants as requested or as funding allows (S8 Homeownership)
- Address applicable participant/landlord issues as they arise.
- Maintain an active role as a member of the Housing department through meeting attendance and participation as a team member for both Housing and the LHA organization.
- Complete responsibility for program/voucher compliance with all necessary funding sources and laws. Responsible for program/computer/complex regulation updates and policies.
- Receives guidance from Housing Supervisor and is accountable to supervisor for the quality, timeliness and quantity of work produced within each assigned program and/or workload.
- Responsible to provide participant with timely, accurate and complete information in a professional, helpful and concerned manner.
- Contribution to annual review of S8 documents including Administrative Plan and PHA Annual Plan.
- Attend applicable trainings to assure continued knowledge in program and regulations.



Job Qualifications

The Section 8 Housing Coordinator is a key public figure for the Housing Authority and must display a positive, professional attitude and a commitment to organizational goals. The ability to interact and establish working relationships with a diverse population of Residents, LHA staff, other professionals, outside agencies, and community members is required. Must be able to communicate professionally via email, text, Outlook, and phone. Must demonstrate effective conflict resolutions skills with a high degree of tact and diplomacy. Employee must stay well informed of current housing trends and of the resources available in order to participate in developing effective and resourceful solutions to resident and community challenges.

Employee must be proficient with technology, as operating LHA computer systems and software, including Microsoft Office Suite (Outlook, Word, Excel, etc.), is required. Must have knowledge of basic office practices, procedures, and equipment. Must be receptive to new ideas and show an eagerness and capacity to learn new technology based systems.

Education and Experience

Required:

Associates Degree.

2-5 years Section 8 or State Voucher management experience or equivalent

Preferred:

Bachelor's degree.

Bilingual English and Spanish.

The Housing Coordinator- Section 8 job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.