



Job Title: Housing Coordinator – Section 8  
Department: Asset Management  
Reports to: Housing Assistance Programs Supervisor  
Position Classification: N04  
Approved Date: March 2022

**Position Summary:**

The Housing Coordinator – Section 8 position coordinates and maintains the full lease-up, annual recertifications, 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. 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 recertifications, 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.
- 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 Asset Management department through meeting attendance and participation as a team member for both Asset Management and LHA.
- Complete responsibility for program/voucher compliance with all necessary funding sources and laws.
- Receives guidance from Housing Assistance Programs 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.
- Contribute to review of S8 documents including Administrative Plan and PHA Annual Plan.
- Attend applicable trainings to assure continued knowledge in program and regulations.



**Qualifications:**

The Housing Coordinator – Section 8 is a key public figure for the LHA 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, 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 to participate in developing effective and resourceful solutions to resident and community challenges.

Employee must be proficient with technology, including operating LHA computer systems and software, 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.

**License / Background Check:**

Must possess and maintain a valid Colorado driver’s license with an acceptable driving record (no major violations within the last 3 years) and be insurable through our insurance carriers.

A criminal history and motor vehicle background check is required.

**Education and/or Experience:**

**Required:**

2-4 years Section 8 or State Voucher management experience required

High School Diploma or equivalent

Advanced education can be substituted with experience and certifications

**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.