



Job Opportunity

Housing Specialist

Company Name: Little Rock Housing Alliance d/b/a Metropolitan Housing Alliance [MHA]

Title of Position: Housing Specialist

Position Type: Full-Time/Non-Exempt

Hourly Pay: \$15.00 - \$18.00 (\$18.00 upon completion of an HCV related certification)

Location: 100 South Arch Street – Little Rock, AR **Closing Date:** Until filled

SUMMARY

This position is responsible for participant intake and on-going functions for the Housing Choice Voucher program. Duties may include processing applications, scheduling and performing interviews with applicants and participants, making eligibility determinations, performing briefings, managing incoming and outgoing portable vouchers, leasing activities, processing and monitoring transfer requests, processing and/or administering the Moderate Rehabilitation program and other special programs, completing annual and interim reexaminations, notifying participants of results, and making contract rent adjustments. All activities must support LRHA's mission, strategic goals, and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Schedules and interviews applicants/participants to determine housing needs and initial or continued program eligibility.
- Schedules, interviews, and performs annual and interim reexaminations for program participants; initiates and maintains applicants/participants files in accordance with file protocol.
- Collects, documents and verifies information from applicants/participants, which may include requesting, obtaining and documenting information from employers, agencies, landlords and other sources to determine accuracy of information in accordance with the Administrative Plan and Procedures.
- Schedules briefings and performs group or individual information briefings to explain Housing Choice Voucher program benefits, HUD guidelines, participant obligations, and the leasing process.
- Determines eligibility, issues vouchers, calculates income, rent portions and subsidy amounts, and notifies participants and owners of the results.

- Performs activities related to rent reasonableness determinations.
- Coordinates with the inspections staff to ensure inspections are completed; confirms that units pass inspection and units are ready for leasing.
- Refers clients to area social service agencies, education programs and potential employers based on specific needs.
- Prepares monthly/weekly reports and logs tracking program and performance measures.
- Enters data into computer with proficiency and accuracy as necessary.
- Answer telephone inquiries from tenants and property owners
- Performs other related duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent (Bachelor's degree preferred); and a minimum of 3 years' experience working with the public in social services, housing programs or related field; or an equivalent combination of education and experience

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence that is generally error free. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the Agency.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

COMPUTER SKILLS

Individual should be experienced with word processing, database, spreadsheet, and internet software and should be capable of using general office equipment, i.e., fax machines, copiers, etc. Ability to learn other computer software programs as required by assigned position.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the Housing Choice Voucher program and FSS program requirements, policies, and procedures. Knowledge of community groups and resources.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain certification in Housing Choice Voucher Proficiency within six months of hire

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

BENEFITS

- **Medical/Dental/Vision Benefits**
- **On-site Fitness Center**
- **Employee Assistance Program**
- **Basic Life Insurance & Supplemental Insurance**
- **Retirement Plan**
- **Tuition Assistance**

How TO APPLY:

Email resume to HR@mhapha.org with subject: "Housing Specialist"

Little Rock Housing Authority d/b/a Metropolitan Housing Alliance is *an equal opportunity employer, and all qualified applicants will receive consideration for employment* without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.