

## St. Bernard Parish, Louisiana Classification Specification



### HCV Housing Specialist

#### **Purpose of Classification:**

The purpose of this classification is the proper administration the Housing program in accordance with the Housing Choice voucher (HCV) program, and in accordance with St. Bernard Housing Authority policies, procedures, and HUD regulations.

#### **Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Strong organizational skills
- Strong customer service skills
- Knowledge of the HCV Administrative Plan and Tenant Selection and Assignment Policies adopted by the Housing Authority
- Knowledge of the organization and programs of other community agencies and groups that can assist the Authority and provide for the health, welfare educational and recreational needs of the residents
- Ability to work in less than ideal conditions, e.g. noise, high traffic areas, etc.
- Interview applicants to determine eligibility for all programs within the Housing Choice Voucher Program including but not limited to HCV, Portables, and other special programs
- Utilize all regulatory references and data schedules to determine eligibility
- Verify sources of income and other related data reported on application forms
- Inform applicants of eligibility determinations
- Conduct briefing sessions to explain the terms and conditions of the Housing Choice Voucher program
- Perform background checks for all applicants
- Meet with HCV Specialists monthly to determine their need for additional applicants to fill vouchers
- Serve as the backup for the Receptionist during lunches and absences
- Complete rental references for other agencies on past and current tenants
- Assist with Inspection letter mailings as needed
- Perform other duties as assigned by the supervisor

## Knowledge/Skills

Possess strong organizational skills. The employee must be able to handle complex interpersonal situations involving conflicts between assisted tenants and landlords with skill and professionalism. Possess above average abilities using computer software such as MS Word, Excel, Outlook, etc. and should be capable of using internet resources for research and developing advanced reports. Ability to learn other computer software programs as required by assigned tasks.

## Education/Minimum Requirements:

- Person must have a High School Diploma, Bachelor's Degree preferred
- One year of experience working directly with clients in a low income assistance program to determine eligibility
- Knowledge of HUD policies, and other federal, state and local laws, rules and regulations
- Knowledge of good public policy practices and procedures
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- Knowledge of good public policy practices and procedures

## Performance Aptitudes:

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

*St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.*

