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### HOMEFRONT

PARTNERS FOR A BETTER BILLINGS

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| **Department** | **Job Description** |
| **Job Title**: HCV Housing Specialist | **FLSA Status**: Non-Exempt |
| **Supervisor:** HCV Director | **Position Status:** Full-time  **(***Full-time, Part-time, Temporary)* |
| **Prepared By:** Chief Executive Officer | **Schedule:** 8:00a – 5:00p (Monday – Friday) |

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| **Rate:** $18.50/hr. - $24.42/hr. | **Revision Date:** May 2024 |

***Job Summary:***

Under the direction of the Housing Choice Voucher Director, the Housing Specialist implements policies and procedures as outlined in the Housing Choice Voucher Administrative plan to provide housing rental assistance.

***Essential Duties and Responsibilities and Expectations:***

1. File Management
2. Annual and Interim Rent Review
3. Terminations and Repayment
4. Miscellaneous Administrative Duties
5. Ensure Organizational Excellence and Core Values are being practiced. ***Core Values: Respect, Diversity, Integrity, Public Trust, Empathy and Professionalism.***

***File Management Duties:***

50% of time

* Process change reports for interim examinations.
* Ensure all required documents are present in tenant file.
* Ensure full compliance with HUD/HomeFront policy regulations.
* Prepare, send, and process all tenant notices.

***Annual and Interim Rent Review Duties:***

20 % of time

* Coordinates and conduct annual re-examinations and interim re-examinations as PHA policy and schedule dictates.
* Review required re-examination paperwork, process changes, send verifications, and identify discrepancies.
* Communicate roles and responsibilities of program participation to client and landlords.

***Termination and Repayment Duties:***

15% of time

* Initiate the End of Participation process.
* Determine and prepare repayment agreements.
* Coordinate tenant hearings with the Housing Resource Specialist.

***Miscellaneous Administrative Duties:***

15% of time

* Respond to tenant and landlord communication in a timely manner.
* Assist in data entry procedures, maintenance, word processing, and information processing.
* Support HCV staff as necessary.
* Ensure Organizational Excellence and Core Values are being practiced. ***Core Values: Respect, Diversity, Integrity, Public Trust, Empathy and Professionalism.***
* All other duties as assigned.

***Minimum Qualifications (Experience/Education):***

* Valid Montana Driver’s License or ability to obtain within 60 days of starting employment with HomeFront.
* Driving record conducive to insurability.
* High School Diploma or equivalent.
* Ability to obtain HCV Eligibility and Occupancy certification within one-year of employment.

## *Competencies or Knowledge, Skills and Abilities (KSA’s):*

* Relate to and effectively work with low-income, elderly, and/or disabled persons in a professional and respectful manner.
* Manage time and tasks efficiently with limited supervision.
* Work professionally with co-workers, residents, vendors, and the general public.
* Speak and understand English in spoken and written form.
* Develop letters, memoranda, reports, and schedules, using grammatically correct English.
* Strong attention to detail.
* Ability to multi-task effectively.
* Conflict resolution.
* Critical thinking and problem-solving skills.

## *Physical Demands & Working Conditions:*

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| --- | --- | --- |
| Constant (67%-100%) | Frequent (34%-66%) | Occasional (1%-33%) |
| Manual dexterity (Right, Left, Both)  Sitting  Talking  Listening  Close & distant vision  Depth perception  Ability to adjust focus  Moderate noise | Walking  Standing  Reaching | Stoop, kneel, crouch, or crawl  Lift up to 10 pounds |

**HomeFront** is an Equal Opportunity Employer. **HomeFront** does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that* ***HomeFront*** *reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_