PURPOSE AND SCOPE

To plan, direct and coordinate the work of the portability aspect of the Housing Choice Voucher Program in accordance with Federal, City and HACF regulations. Under the general supervision of the Senior Voucher Assistance Coordinator.

PRINCIPAL RESPONSIBILITIES

1. Interpret Federal, City and HACF policies, procedures and regulations to owners, program participants and staff regarding the Housing Choice Voucher Program.

2. Act as the contact person and case manager for all incoming portability clients

3. Perform intakes, issue vouchers of participation and prepare Housing Assistance Payments Contracts.

4. Conduct recertifications with participants to determine continued eligibility and monthly payments in accordance with HACF guidelines and perform interim redeterminations as necessary.

5. Perform Initial Inspections, Annual/Biannual Re-certification Inspections, and Special Inspections when requested by tenant or landlord for all portability clients.

6. Maintain portability payments and monitor to ensure that payments are received promptly. Perform adjustments and collect past dues.

7. Perform all necessary computer entry and other tasks to ensure that accurate payments are made for port-out clients.

8. Maintain outreach to owners and serve as liaison between owners and program participants.

9. Maintain files associated with the Housing Choice Voucher Program.

10. Perform other related duties as required.

REQUIREMENTS

Education:

Two years of college with a major in social work, community development, sociology, psychology, community organization, or equivalent desirable.

Experience:

Two to three years of working experience in the Housing Choice Voucher program or an equivalent combination of experience and education desirable.

Special Skills:

Must be able to communicate verbally and in writing. Must have a valid driver's license. Must be able to provide own transportation to conduct agency related business.

RELATIONSHIPS

Internal:

Counsel and advise with supervisor, housing choice voucher staff, and other HACF staff.

External:

Maintain effective relationships with public and private agencies, other housing agencies, participants, landlords, and the general public.

SUPERVISION OF PERSONNEL

Total Supervised: 0