

## **Economic Security Corporation Job Description**

**Job Title:** Housing Assistance Coordinator  
**Division:** Housing  
**Reports To:** Housing Director  
**FLSA Status:** Non-Exempt  
**Revision Date:** July 14, 2015  
**Job Classification:** Grade 5

### **SUMMARY**

The Housing Assistance Coordinator provides support for the operation and maintenance of all housing assistance programs for vouchers and initiates tenant and landlord contacts and gathers appropriate eligibility documentation; prepares files and determines re-certification criteria; coordinates all housing inspections; updates the Housing Assistance Payment check writing system and enters all data changes; and prepares annual certifications and letters on housing inspections.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Investigates information for verification of program eligibility for tenants, prospective tenants, and property owners.
2. Coordinates with department staff and performs inspections when needed to schedule move-in, annual inspections, quality control and any special quality control Housing Quality Standards (HQS) inspections; corresponds with tenants and landlords in regard to the re-examination and inspection process.
3. May assist the Housing Director with distribution of monthly tenant and landlord housing and utilities disbursements.
4. Coordinates resources with other social service agencies on behalf of the tenant.
5. Conducts housing briefings for various housing programs and educates and familiarizes people with the contracts, tenant/landlord rights, and other documents they must sign and understand.
6. Works with landlords to determine when housing units will be available and informs them as to which tenant is interested in the affordable housing unit.
7. Interviews tenants to gain further information and builds positive relationships with them.
8. Directs orientation sessions for landlords and tenants to explain HUD Section 8 rules, regulations, housing quality standards, reporting requirements, and equal opportunity precepts.
9. Makes briefing packets for families containing all documents pertinent to the appropriate Housing Assistance program.
10. Determines if rents are within fair market rent ranges and instructs tenants on what to do if rents are not in compliance.
11. Conducts Housing Quality inspections to determine that the unit meets all HUD regulations and is decent, safe, and sanitary according to agency standards.
12. Determines if tenants should be terminated from the program.

13. Determines eligibility and status of applicants.
14. Monitors tenant files and schedules annual reviews for tenant re-certification.
15. Maintains waiting list of prospective tenants and follows up with correspondence when a housing unit becomes available.
16. Finishes all contracts and documents necessary to complete the tenant file.
17. Prepares utilities and adjusted gross income worksheets to determine total tenant payment, utilities allowances and gross rents.
18. Corresponds with applicants if they are over income, need to update their applications, or need to verify their housing preferences.
19. Assists housing staff with rent reasonableness and utility rate studies.
20. Assists in preparing end-of-month and fiscal reports.
21. Interprets applicable HUD policy where interpretation of 24CFR, part 700 to 1699 is required.
22. Enters applicant information into the housing software, runs monthly waiting list report, runs reports required by HUD; and transfers the housing software information monthly to the PIC HUD web-based program.
23. Operates as liaison to the public regarding the housing programs; explains programs to landlords who may wish to participate; prepares orientation packets for new landlords.
24. Attends interagency council meetings and markets housing information at other agency functions; has personal contacts with caseworkers from other social service agencies, HUD officials, and other public housing authority staff, landlords and tenants.
25. Calculates changes for interim re-examination, including income alterations or any other status changes reported monthly to the agency by tenants or landlords.
26. Makes referrals to tenants who need additional supportive services to other agency departments.
27. Maintains a 95 % PIC delinquency rate each month.
28. Must have 98% of the HQS inspections completed before the HAP contracts are executed.
29. Maintains a minimum satisfactory rating of the HUD Section 8 Management Assessment Program (SEMAP) annually.

### **SUPERVISORY RESPONSIBILITIES**

There are no supervisory responsibilities.

**QUALIFICATIONS** 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 GED and two years' experience in social work or public housing authority agency; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions finished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**\COMPUTER SKILLS**

Proficient personal computer skills, including electronic mail, record-keeping, routine database activity, word processing, spreadsheet, graphics, etc.

**PLANNING/ORGANIZATION**

Ability to prioritize, organize, and delegate assignments.

**CERTIFICATES, LICENSES, AND REGULATIONS**

Must possess valid driver's license, have reliable transportation and meet Missouri automobile liability minimum requirements. Must be able to pass all background screening done by the agency.

**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 regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position has light physical activity performing non-strenuous daily activities of an administrative nature.

**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 working conditions are well-light, heated and/or air-conditioned indoor office setting with adequate ventilation. The noise level is usually moderate.

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Employee Signature

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Date

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Employee Name