

SECTION 8 HOUSING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for providing housing assistance to those eligible for housing subsidy programs (e.g. Section 8 Housing Choice Voucher Program). Work is performed and under general supervision of a higher level Section 8 Housing Coordinator, according to prescribed rules and procedures but with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interviews applicants, evaluates financial resources and makes determinations concerning eligibility for assistance within program guidelines;
Recertifies financial eligibility for assistance programs; informs applicants of eligibility determinations;
Prepares and presents information at administrative fair hearings for applicants who were declined services;
Acts as liaison with State and local officials, landlords, and community groups to exchange information, encourage cooperation, and promote public awareness of available subsidized programs;
Informs tenants of the benefits and responsibilities of the program;
Certifies comparable rental units for rent reasonableness;
Maintains files and computerized records, including all necessary documentation related to the assessment, follow-up and financial assistance provided;
Compiles and prepares Section 8 housing reports, statistics and forms including tenant/landlord contract/lease agreements;
May identify problems presented by clients and acts as an information and referral resource.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good Knowledge of Federal, State and local rules and regulations governing eligibility for government-subsidized housing;
Good knowledge of modern methods used in keeping and checking financial records and reports;
Good knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
Good knowledge of interviewing practices and techniques;
Ability to work with people in a supportive, non-threatening manner;
Ability to obtain facts in a structured interview setting;
Ability to read and interpret guidelines and regulations including Public Housing Law and Codes;
Ability to work with and serve a diverse local community;
Ability to prepare as well as interpret, narrative and tabular reports;

SECTION 8 HOUSING COORDINATOR-Cont'd.

2

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases;

Ability to analyze facts obtained and use them in making judgments regarding eligibility;

Ability to perform close, detail work involving considerable visual effort and concentration;

Ability to communicate effectively, both orally and in writing;

Good powers of observation;

Patience;

Tact;

Courtesy;

Good judgment.

MINIMUM QUALIFICATIONS:

A) Completion of two years (60 semester hours) of study in a regionally accredited or New York State registered college or university; or

B) Graduation from high school or possession of an equivalency diploma and two years of experience in examining, investigating or evaluating claims for assistance; or

C) An equivalent combination of training and experience as defined within the limits of A) and B) above.