

## HOUSING SPECIALIST TRAINEE - GRANT-FUNDED

### JOB DESCRIPTION

**Classification Responsibilities:** A Housing Specialist Trainee performs a variety of office activities while learning Department of Housing and Urban Development (HUD) Section 8 low income housing regulations and procedures, and receives on-the-job training to learn to implement the regulations for the Housing Choice Voucher Program or other related housing programs (Family Self-Sufficiency, Homeownership Program). Responsibilities include: learning requirements in order to determine eligibility and qualify applicants; learning the requirements and procedures to complete interim and annual recertification of participants; and learning to negotiate rents and prepare contracts between participants, landlords, and Housing Services; and learning the basic requirements of the housing quality standards. Other housing program responsibilities include: learning to recruit participants; learning to conduct new participant, portability move-in, and mover orientation; learning policies and procedures; learning to provide participant support by developing goals and participant program objectives; learning HUD guidelines, rules, and regulations for special programs; and learning to create month-end reports, monthly escrow reports, annual statements, and other relative reports. This class performs related duties as required.

**Distinguishing Features:** Progression from a Housing Specialist Trainee to Housing Specialist is accomplished through a noncompetitive criteria-based promotional process. The employee must be employed a minimum of one year as a Housing Specialist Trainee, and demonstrate the level of competency necessary to independently perform the duties of a Housing Specialist. While in training, supervision is received from a Housing Supervisor, who will provide guidance and on-the-job training to assist the trainee in learning the Section 8 requirements, regulations, and procedures necessary to perform the work of a Housing Specialist. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Good (1 - 3 years) clerical or paraprofessional-level experience in a public, social or human services area involving extensive public contact.

**Special Requirements.** None.

**Preferred/Desirable Qualifications.** Bilingual (English/Spanish) speaking skills are highly desirable. Supplemental coursework or training in casework principles, social work, accounting, business or public administration, or a closely related area is desirable.

### ESSENTIAL FUNCTIONS

**Communication:** Learns to communicate with applicants, participants, landlords, property management companies, homeowners and the general public to explain the responsibilities of the Section 8 Housing

Choice Voucher Program and special programs. Establish and maintain effective working relationships. Communicates with other City employees to receive training and supervisory directives regarding case management and verification of information. Assists with preparation and review of lease documents between participants and landlords to ensure participants are aware of, and understand, the provisions of the lease. Assists with preparation of contracts between Housing Services and participating rental property owners to ensure rental property owners understand the rights and responsibilities of program participation. Assists with preparation of recertification and verification documents, periodic reports on case load status, and related topics as required.

**Manual/Physical:** Learns to compile and maintain participant case load records to document participant status and facilitate preparation of reports. Operates a personal computer (PC), calculator, and typewriter to assist with updating case files, completing reports, calculating assistance, inputting data, and creating correspondence. Enters data or information into a PC in order to assist in providing housing assistance information for payments to landlords, update case files, and process certification.

**Mental:** Learns the requirements, regulations, and procedures necessary to establish eligibility for programs, determine rent subsidies, verify eligibility for recertification, and complete rental assistance data. Learns to prioritize initial and annual certification of housing assistance by established deadlines. Learns to check proposed rents, income verification, and asset verification. Learns to verify and inspect requests for lease approval to ensure eligibility and compliance with regulations. Learns HUD regulations for housing assistance programs through on-the-job training, and in a classroom setting.

**Knowledge and Abilities:**

Knowledge of socioeconomic problems and needs of low income families and individuals, including the elderly and disabled.

Ability to:

learn the HUD regulations, guidelines, and procedures regarding the Section 8 Housing Choice Voucher, other housing programs, and portability options;

learn general casework management principles and practices as they apply to low income housing assistance programs;

learn to determine client and participant eligibility for Section 8 housing assistance program participation;

learn to qualify and recertify applicants and participants for participation in a Section 8 housing assistance program;

learn to manage a low income housing assistance case load to facilitate effective, efficient, and timely service delivery; and

touch type.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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