



EMPLOYMENT OPPORTUNITY

Job Title:	Housing Specialist (EHV)
Location Address:	8910 N. 78 th Avenue Peoria, AZ. 85345
Salary:	\$17.36 - \$21.70 per hour, DOE
Conditions of Employment:	This is a full-time, non-exempt, and unclassified position
Closing Date:	Open Until Filled

The Housing Authority of Maricopa County (HAMC) is seeking highly motivated applicants for the position of Housing Specialist (EHV). Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks.

Our Mission

The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

Our Vision

We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong, and healthy family.

Representative summary of important and essential job functions

Under the supervision of the Housing Choice Voucher Program Supervisor, performs program coordination and assertive case management duties to assist persons determined homeless, and other special needs population in rental assistance programs with policies the same or similar to the federal Housing Choice Voucher program. **Duties:** Include coordination of Participants and retain Participants housing; conflict resolution as needed; and preparation of reports.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs intake and briefings; interviews persons applying for admission to housing subsidy programs to verify eligibility criteria; resolves issues, explains leased housing programs rules, procedures, forms, and standards, and determines eligibility.
- Work directly with appropriate partner to coordinate Applicant/Participant attendance and participation. Communicates with partners on case status and any changes in policies or procedures. Responds promptly to inquiries from Participants and informs case managers and other appropriate services when Participant affects tenancy or other clinical problem.
- Reviews client files; verifies family composition, income, assets, criminal history, and other factors affecting eligibility; enters required information in Yardi; calculates income, updates, corrects and maintains client files and database to meet applicable standards (HUD, HAMC, CoC, etc.); maintains file integrity and confidentiality by adhering to policies and procedures.
- Works with Housing Navigator and CoC to provide Applicant with housing search assistance as needed.

- Conducts rent reasonable surveys for properties following HUD and HAMC fair market rent policy and guidelines; collects relevant property comparison data as needed. Negotiates rental rates.
- Maintains contact with Participants, monitors progress, report and refer to team members as necessary after housing is secured.
- Coordinates and monitors program activities, Prepares and maintains records, files, and reports as required or needed. Preparation of monthly rent check calculation report and maintenance of monthly subsidy balance tracking reports. Manages timely request for contract payments from funding agencies.
- Explains nature of HAMC programs, procedures, and services to clients; maintains absolute confidentiality of work-related issues, client records and HAMC information.
- Supports the relationship between HAMC and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and HAMC staff.
- Promotes the Executive Director's priorities for the operations of HAMC.
- Performs other related duties as assigned.

Work Environment:

- Work is performed in an office environment.

Equipment and Tools Utilized:

- Standard equipment includes personal computer and standard office equipment.

Required Knowledge and Skills:

- Knowledge of HAMC policies and procedures.
- Knowledge of the Bridge Housing Plan, Mercy Maricopa Housing Desktop Manual, and the Bridge to Permanency Policies and Procedure Manual.
- Knowledge of HUD housing program regulations and eligibility requirements.
- Knowledge of SAMHSA and Supportive Housing Evidence Based Practices.
- Knowledge of federal, state, and local fair housing laws and the Arizona Residential Landlord Tenant Act.
- Knowledge of the particular issues homeless people experience when attempting to access housing, and of transitional and permanent housing programs.
- Skills in case management.
- Skills in data analysis, problem solving, and decision making.
- Skill in assessing, reviewing, updating, and maintaining files, reports, and documentation.
- Skill in reviewing and interpreting rules, regulations, policy documents and client case files.
- Skill in performing math calculations accurately and quickly.
- Skills in personal computer hardware and software, including Microsoft office.
- Skill in data entry with high levels of accuracy and productivity.
- Skill in effectively communicating verbal and written instructions.
- Ability to represent the interest of the agency, interact effectively with diverse population with special needs, and be comfortable networking and resource building.

Education, Experience, Certifications and Licenses:

- High School diploma or GED equivalent, AND three (3) year's professional experience in housing, human services, social worker, or related field working with special needs populations such as Seriously Mentally Ill (SMI) or homeless clients.
- A State of Arizona Driver's License is required.
- Certifications in Housing Choice Voucher, Occupancy, Eligibility, and Rent Calculations required within one year of hire.
- Social Service experience required

The Housing Authority of Maricopa County participates in the Employment Eligibility Verification Program (E-Verify) and requires a background check for new employees.

Work Environment

Environmental Factors: Work is performed in an office environment.

Equipment and Tools Utilized: Standard equipment includes personal computer and standard office equipment.

Filing Process

As part of the job application process your completed [online](#) application must be completed to be considered for the position at www.maricopahousing.org. If you need assistance completing your application, please contact Human Resources, careers@maricopahousing.org.

Equal Employment Opportunity

It is the policy of the Housing Authority not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer. HAMC Human Resources provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Human Resources at 602-744-4500 if you require assistance.