



# VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

## CERTIFIED OCCUPANCY SPECIALIST – SECTION 8

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**Department:** Housing Choice Voucher / Section 8 **Reports to:** Director of HCV  
**Job Type:** Regular-Fulltime – Union 2311 **FLSA Code:** Non-Exempt  
**Rate:** **Minimum:** \$ 16.14/hourly **Maximum:** \$23.35/hourly (union negotiated wages)  
**Internal Posting:** 9/11/2017  
**Posting Expires:** 9/22/2017

### Position Summary:

The Certified Occupancy Specialist reports to the Section 8 Coordinator and administers a variety of programmatic functions for a specific caseload of Section 8 program participants, including certifications and re-certifications, addition and deletion of family members, income changes, moves, interim adjustments and terminations, insuring that program decisions are made in compliance with Section 8 program regulations, and that all data is properly recorded in Section 8 Housing Choice Voucher Program participant files. This position includes a broad range of specific duties including eligibility interviews and determinations, certifications and re-certifications, initial briefings for new participants and ongoing interactions with landlords participating in the program. No staff reports to the Certified Occupancy Specialist.

### Key Duties/Essential Job Functions:

1. Carry out all activities associated with the Section 8 Housing Choice Voucher Occupancy program including interviewing participants, answering telephone inquiries and responding to correspondence. Seek guidance, support and direction from the Section 8 Coordinator as needed
2. Read and understand the Section 8 Program Administrative Plan, policies and procedures, and all related provisions of HUD's Code of Federal Regulations.
3. Participate in landlord outreach activities as requested by the Director of the Section 8 Program.
4. Maintain participant files and process files in accordance with BHA procedures and HUD regulations, including completing and securing all files, on a daily basis. Prepare and forward to storage all files of former participants, including a termination notice and a closed-out history sheet.
5. Perform all administrative tasks associated with eligibility determination, including verification of income and household composition. Prepare and send verification forms to agencies such as Department of Social Service, Social Security, Medical Insurance carriers, etc. to verify applicant/participant information as required by HUD. Clarify questions pertaining to occupancy standards and income. Explain rule, regulations and eligibility requirements for assisted housing.
6. Process all actions regarding program participants, including rent adjustments, transfers, move-ins and move-outs. Assemble and organize information received from various agencies, regarding family income, expense and deductions to determine ongoing eligibility and amount of rent payments. Enter organized information into BHA's Section 8 computer system, including input and update of information pertaining to certification, re-certification, inspections, rent reasonableness and related reports. Process a calculated work sheet with rent determination.

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7. Monitor progress of households during housing search phase and prepares requests for extension of housing search for review and approval. Receive Request for Tenancy Approval Forms and forward documentation to the Inspections Department for scheduling of unit inspections.
8. Notify landlords of all inspection findings, explain requirements for remediation and rent withholding policy if requirements not met.
9. Ensure compliance with HUD and BHA regulation lease terms on behalf of participants and landlords and process rent reasonableness form.
10. Prepare HAP Contracts and Leases, and contact landlords and participants for their execution in conformance with program requirements.
11. Provide limited mediation services between landlords and program participants to avoid evictions or unnecessary displacement.
12. Review all rent changes as amended in the HAP Contracts and Leases before transmission of documents to the landlord.
13. Assist as requested on special projects such as updating information required for rent reasonableness and/or utility allowance schedules.
14. Perform home visits to elderly or disabled participants unable to make office visits.
15. Monitor household demographic profiles and update databases.
16. Provide technical assistance to landlords and program participants on Fair Housing requirements.
17. Assist the Section 8 Coordinator with data collection and other tasks associated with special programs or applications for new resources.
18. Of bilingual, translate documents from another language to English and from English to another language; provide translation services at interviews and hearings as requested by the Director of the Section 8 Program.
19. Perform other related duties as assigned.

### **QUALIFICATIONS**

Bachelor Degree with a concentration in social sciences, public administration, social work or a related field with two years paid work experience, of which half involved subsidized housing programs, social service programs whose principle participants are of low or very low income, or related fields; or Associates Degree and four years of such experience; or High School Diploma with six years of such experience. General knowledge of HUD housing subsidy programs, Connecticut Tenant/Landlord law. Must be able to achieve certification as Certified Occupancy Specialist within six months of appointment. Ability to make moderately complicated arithmetic computations. Good interviewing skills, involving tact, courtesy and discretion when dealing with applicants/participants. Excellent communications skills, both verbal and written. Cooperative and courteous to the public and be a team player. Ability to work independently with minimal supervision. Bilingual in Spanish and English is desirable. Ability to handle confidential information in an appropriate manner. Sophisticated knowledge of and proficiency in basic office equipment and computer software



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including internet and e-mail systems and Microsoft Office Suite programs. Must possess a valid CT driver's License.

**Working Conditions/Physical Requirements:**

Typical office environment and able to attend meetings, trainings and travel to PCC sites unaccompanied.

**TO APPLY ( PLEASE CLICK ON THE APPROPRIATE LINK BELOW) :**

- **INTERNAL**

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- **EXTERNAL APPLICANTS:**

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