



Executive Office

4500 Inkster Road, Inkster, Michigan 48141-3068 ~ (313) 561-2892

Fax: (313) 561-2893

Internal Job Posting

DATE:	August 31, 2018
JOB TITLE:	HCVP Coordinator
REPORTS TO:	Housing Choice Voucher Program Director
CURRENT WORK SCHEDULE:	Monday – Friday, 8:00AM – 5:00PM
FLSA:	Administrative, Non-exempt (Hourly)
PAY RATE:	\$15.00 - \$17.00 Depending on Qualifications

GENERAL DESCRIPTION:

Under the immediate supervision of the Housing Choice Voucher Program (HCVP) Director, the HCVP Coordinator will maintain the efficient operation of the HCVP by providing general support in the areas of program leasing information including but not limited to dissemination, appointment scheduling and other HCVP related responsibilities.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

High School diploma or equivalent; supplemented by business school course in office management, accounting and/or administration and two years responsible experience with a public housing or related social program or any equivalent combination and experience.

Licenses and Certifications

HCV/Public Housing Eligibility Certification (within 1 year of employment). HVC/Public Housing Rent Calculation Certification (within 1 year of employment).

Knowledge, Skills and Abilities

Excellent Customer Service. Ability to effectively communicate verbally with a variety of people, one-on-one and in small groups. Ability to effectively communicate in writing, generally using existing form letters or other documents as examples. Ability to mitigate conflicts and negotiate successful resolutions to disputes among team members or with clients. Knowledge of organizational and planning skills necessary to accomplish the work load. Analytical skills necessary to: research policies, procedures, and guidance in response to specific questions or issues; make recommendations regarding what guidance is applicable to the specific situation and what course of action should be taken. Creative problem solving skills for use when there is no directly applicable guidance. Interviewing and negotiating skills and techniques. Ability to operate a variety of standard office machines, including a computer, fax machine, copier, multi-line telephone, and calculator. Knowledge of basic office procedures such as filing. Knowledge of the Housing Choice Voucher program regulations, guidelines, procedures, and requirements including; HUD regulations and guidelines relating to program eligibility and participation, income determination, HAP and tenant share calculation, Housing Quality Standards (HQS), rent reasonableness, payment standards, etc.; and State and Local building and occupancy laws or regulations and IHC's Administrative Plan and related policies and procedures

HOW TO APPLY: APPLICATION DEADLINE: Friday, September 7, 2018, 5:00PM

Submit letter of interest and resume prior to deadline to:

Name: Paul E. Bollinger, interim Executive Director
Address: IHC Administration Building, 4500 Inkster Rd. – Inkster, MI 48141
Email address: bollingerp@inksterhousing.org



Inkster (MI) Housing Commission Job Description

Title:	HCVP COORDINATOR
Classification:	Administrative, Regular Full-Time
FLSA:	Non-exempt (Hourly)
General Description:	Under the immediate supervision of the Housing Choice Voucher Program (HCVP) Director, the HCVP Coordinator will maintain the efficient operation of the HCVP by providing general support in the areas of program leasing information including but not limited to dissemination, appointment scheduling and other HCVP related responsibilities.
Reports to:	Housing Choice Voucher Program Director
Supervises:	This is a non-supervisory position

Essential Functions:

An employee in this class may be called upon to perform any and all other tasks listed below. This list of examples does not include all tasks, which the employee may be asked to perform.

- Determine the verifications needed to accurately evaluate applicant's income and family composition eligibility by preparing and submitting to appropriate sources (i.e. Social Security Administration, Department of Social Services). Establish and maintain contact with these appropriate sources to coordinate final eligibility procedures for all Housing Choice Voucherhousing.
- Conduct interviews and counsel prospective and current program participants by thoroughly explaining the Housing Choice Voucher Program, including fraud, proper maintenance of units and tenant responsibilities.
- Issue certificates of Family Participation to applicants according to the Housing Choice Voucher waiting list procedures and counsel certificate holders.
- Assist inmonthly recertification; briefings and review tenant file with tenant (assemble verifications and data for lease renewal).
- Assemble, prepare and type recertifications, new cases, closeouts and/or interim changes by computing Total Tenant Payment, Housing Assistance Payments based on family composition, allowances, deductions and assets.
- Make copies of and mail to tenants and property owners Housing Choice Voucher leases and Housing Assistance Payment Contracts.

- Calculate rent increase requests from property owners to ensure that increases do not exceed annual adjustment factor and fair market rents.
- Key monthly data into computer including all Housing Choice Voucher recertifications, new cases, closeouts and/or interim changes. Data must correlate and balance with monthly worksheet and approval register.

Required Knowledge, Skills and Abilities:

- Excellent Customer Service.
- Ability to effectively communicate verbally with a variety of people, one-on-one and in small groups.
- Ability to effectively communicate in writing, generally using existing form letters or other documents as examples.
- Ability to mitigate conflicts and negotiate successful resolutions to disputes among team members or with clients.
- Knowledge of organizational and planning skills necessary to accomplish the work load.
- Analytical skills necessary to: research policies, procedures, and guidance in response to specific questions or issues; make recommendations regarding what guidance is applicable to the specific situation and what course of action should be taken.
- Creative problem solving skills for use when there is no directly applicable guidance.
- Interviewing and negotiating skills and techniques.
- Ability to operate a variety of standard office machines, including a computer, fax machine, copier, multi-line telephone, and calculator.
- Knowledge of basic office procedures such as filing.
- Knowledge of the Housing Choice Voucher program regulations, guidelines, procedures, and requirements including; HUD regulations and guidelines relating to program eligibility and participation, income determination, HAP and tenant share calculation, Housing Quality Standards (HQS), rent reasonableness, payment standards, etc.; and State and Local building and occupancy laws or regulations and IHC's Administrative Plan and related policies and procedures

Qualifications, Knowledge and Skills:

- High School diploma or equivalent; supplemented by business school course in office management, accounting and/or administration and two years responsible experience with a public housing or related social program or any equivalent combination and experience.
- HCV/Public Housing Eligibility Certification (within 1 year of employment).
- HVC/Public Housing Rent Calculation Certification (within 1 year of employment).

Materials and Equipment Used:

Personal Computer, Calculator, General Office Equipment, Cell phone

Work Environment and 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 could be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with regular exposure to outdoor temperatures, dirt and dust. These environmental characteristics are representative of those an employee encounters while performing the essential functions of this job. Often involves visits to outdoor developments, sites, dwellings or facilities. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear. The employee is occasionally required to stand, walk, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Other Requirements:

Must acknowledge and agree to maintain a drug-free workplace as a condition of employment with Inkster Housing Commission.

Additional Information:

This is an at-will position, with no tenure vested. Continued employment is at the discretion of the hiring body of the Commission and based upon employee performance and compliance with IHC policies and procedure.

Inkster Housing Commission reserves the right to change or alter this job description based on regulation changes and/or the business needs of the Commission.

Read and Acknowledged

Employee Signature

Date

Employee Name (printed)

Approval of Appointing Authority

Date