



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
NEWPORT NEWS, VIRGINIA**

POSITION VACANCY ANNOUNCEMENT

PVA #012-2022

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

Posted: 10/26/2022

Deadline: 11/16/2022

ASSISTED HOUSING COORDINATOR

HOUSING

Salary: \$34,892 per year

Status: Full-Time Regular Position

GENERAL DEFINITION OF WORK:

Performs intermediate skilled administrative support work interviewing clients for program eligibility and annual recertification, processing eligibility and income documents for participants in housing assistance programs, maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Senior Assisted Housing Coordinator.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

TYPICAL TASKS: (Examples Only)

Completes certifications/re-certifications of resident's eligibility and income; gathers information for annual re-examinations and issuance of Housing Choice Vouchers including data entry, income calculations, rent computations, scheduling and interviewing clients, etc.; processes and mails' annual recertification letters to residents and landlords.

Assists with planning, coordinating, organizing, scheduling, and monitoring work according to HUD guidelines for annual, interim, and client moves.

Receives and responds to inquiries; resolves more complex issues as needed.
Calculates and enters interim changes, annual re-certifications, and move-ins into computer systems; reviews, verifies, processes, and calculates gross income for HUD eligibility.
Collaborates with other agencies to obtain client information; reports client information to housing authorities in various states.
Prepares reports and other types of correspondence; prepares and maintains files and records.
Prepares termination letters for clients in violation of the program; prepares paperwork for the hearing panel.
Prepares re-examination packages for elderly and disabled clients.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of HUD policy concerning Section 8 and public housing; general knowledge of the principles and practices of assisted housing occupancy management; general knowledge of Federal guidelines regarding assisted housing; general knowledge of the policies and procedures of the Authority related to Section 8 and public housing occupancy; general knowledge of HUD assisted housing rules and regulations; general knowledge of standard office practices, procedures and equipment; general knowledge of regulations, policies, and procedures pertaining to Housing Choice Voucher program eligibility and selection; ability to work with a diverse group of people; ability to type at a reasonable rate of speed; ability to prepare clear and concise reports; ability to communicate and present ideas clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships with government officials, associates, residents, landlords, realtors, businesses, and the general public.

EDUCATION AND EXPERIENCE:

(The following requirements may be used to evaluate applicants for employment. When applicable, equivalent substitution will be allowed for differences in experience and education.)

Associates/Technical degree with coursework in business administration, sociology, or related field and moderate experience in customer service and determining program eligibility in a public housing environment, or equivalent combination of education and experience.

WORKING CONDITIONS: (Physical Activity)

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:

Obtain HCV Specialist, HCV Rent Calculation, Enterprise Income Verification certifications within one year of hire.

Complete HUD Fair Housing, Effective Interviewing and Fraud Prevention, and Information Systems Security Awareness training within six months of hire.

Valid driver's license in the Commonwealth of Virginia.