



## **JOB DESCRIPTION**

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**Job Title:** Section 8 Housing Specialist I (Part-time)  
**Member of:** Housing & Resident Services  
**Current Grade:** 6  
**Responsible to:** Section 8 Supervisor  
**20 Hours per week, no benefits**

### **I. The Mission of Housing Authority of the County of Salt Lake**

The mission of the Housing Authority of the County of Salt Lake is to provide and develop quality affordable housing opportunities for people in need while promoting self sufficiency, empowerment and neighborhood revitalization.

### **II. Job Statement**

The purpose of the Section 8 Housing Specialist is to support the mission of the HACSL by providing assisted rent services and case management to low-income individuals and families in Salt Lake County, Salt Lake City and West Valley areas. This is done by following H.U.D. regulations, HACSL policies and procedures, by working with other HACSL personnel to coordinate essential agency functions and with various community agencies and partnerships.

### **III. Job Description**

#### **Objective A:**

The Section 8 Housing Specialist supports the mission of HACSL and the Section 8 Housing Department by working with low income families and individuals by assisting with rental subsidy in a professional and non-judgmental manner.

1. Remain familiar with current U.S. Department of Housing and Urban Development ever changing Federal Regulations as they relate to Section 8 Housing programs.
2. Maintain required reports and statistics; prepare reports on a monthly and annual basis as required.
3. Facilitate and mediate communication with assigned clients and landlords as needed.
4. Negotiate with landlords to promote de-concentration of Section 8 Voucher holders.
5. Respond to inquires, phone calls, correspondence, and e-mail in a timely and responsive manner.
6. Perform program orientations to educate and inform applicants of program requirements and responsibilities.
7. Coordinate with Housing Quality Inspector and Housing Quality Assistant to ensure timely inspections at admission to program, annual re-certification and condition of unit inspections.

8. Maintain proper maintenance of client files and computer records to insure accuracy according to HUD regulations and HACSL policies and procedures. This includes renewing of contracts for Section 8 housing participants, including interims and re-certification/review of income and household composition.
9. Respond in a timely manner to all allegations received such as drug-related criminal activity, activities that threaten the health or safety of residents, any gang related activity, violent criminal activity, any sexual offense, fraud allegations, income discrepancies, household composition and any program participant responsibilities that have been violated. Attend informal hearings and Third District Court pertaining to any of the above allegations..
10. Calculate and collect payments for unreported income by participating clients and attend informal hearings as required.
11. Coordinate and collaborate with Accounting Department to insure accurate and timely housing assistance payments (HAP) to landlords including separating, sorting and mailing of checks. Run trial Housing Assistance Payments (HAP), check for accuracy and correct errors on a bi-monthly and monthly basis.

**Objective B:**

Support the mission of the Housing Authority by encouraging and supporting the self-sufficiency and home ownership opportunities available through the Housing Authority so clients can gain skills necessary to insure upward advancement, out of the Section 8 programs.

1. Promote the self-sufficiency program with all new clients who are given the opportunity to participate in the Section 8 programs available. This information is provided when the orientation is given.
2. Explain the benefits, advantages and encourage clients to participate in the self-sufficiency program. Existing clients are encouraged and referred to self-sufficiency case managers as income increases.
3. Collaborate with self-sufficiency case managers to ensure income changes are completed and forwarded in a timely manner.

**Objective C:**

Support the mission of the Housing Authority by maintaining existing community contacts, new community partnerships and increase public awareness and understanding of the Housing Authority Section 8 Programs.

1. Communicate with outside agencies to share appropriate information regarding mutual clients. These agencies include, but are not limited to, Office of Recovery Services, Workforce Services, State of Utah Division of Child and Family Services (DCFS), Valley Mental Health (VMH), Aging Service and Family and Community Together (FACT).
2. Establish new contacts and maintain communication with current agencies such as Office of Recovery Services, The Department of Housing and Urban Development, Community Action Program, Legal Services, other Housing Authorities, Workforce Services, numerous apartment complex managers and owners and individual landlords, DCFS, VMI-I, Aging Services and FACT.
3. Prepare and present programs to various community organizations. These include but are not limited to, Workforce Services, Community Action Program, Volunteers of America and the Salvation Army.

4. Communicate and collaborate with Valley Mental Health in the administration of two Shelter Plus Care Grants, People with Disabilities, Veterans Administration, State of Utah Division of Child and Family Services, Child Protective Services, State of Utah Department of Community and Economic Development, Community Action Program, The Road Home, Volunteers of America, Salvation Army, Department of Workforce Services to insure program compliance in various specialty programs.
5. Interpret Federal Regulations to insure that families have continued assistance when HUD and an owner of a apartment complex end a contract with HUD by the prepayment of a mortgage or voluntary termination of the mortgage contract. This applies to the Preservation eligible low-income projects under Title III Emergency Low-Income Preservation Act (ELIHPA).
6. Maintain records and reports to provide information to HUD on a monthly and annual basis.
7. Work with participants who are using portability to travel to our jurisdiction. Insure that required forms are complete and participants are given an orientation.

**Objective D:**

Support the mission of HACSL by collaborating with the Section 8 Department and other HACSL departments and staff.

1. Attend Section 8 staff meetings.
2. Participate in HACSL activities and committees as needed or desired.

**IV. Job Requirements**

1. Graduation from a standard senior high school or equivalent.
2. Minimum two years related experience in a job related field.
3. Valid drivers license.
4. Flexible and cooperative to job demands to meet work needs.
5. Able to communicate well in English language, both spoken and written.
6. Typing speed of 50 wpm.
7. Must be able to prioritize and manage a wide variety of tasks.
8. Ability to work well under stressful conditions.
9. Must be able to work and communicate well with elderly, disabled and low income families and individuals.
10. Must be prompt and dependable.
11. Because of the nature of this work, requires someone pleasant, personable, patient and having a desire to of assistance to those in need.
12. Able to handle, communicate and solve problems related to tenants and landlords.
13. Able to work with minimum day to day supervision
14. General office and clerical skills required.

Knowledge of:

1. Knowledge of word processors.
2. Must be able to perform general office procedures.
3. Community agencies
4. Knowledge of basic math.

*A criminal background, drug screen, driving and credit check must be completed before hire. An Official Housing Authority Application Form must be completed and a resume submitted. The Housing Authority complies with Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs and activities for qualified individuals with disabilities. With 24-hour advance request, reasonable accommodations will be provided to individuals with disabilities.*