



Join Our Team
An Exciting and Rewarding Career Opportunity
Southern Nevada Regional Housing Authority

Announcement Number	Job Title
24-003	Training and Development Specialist (Housing Choice Voucher Program)
Number of Openings	Compensation (Depending on Experience)
1 or more (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$52,609.85 (Step 1)- \$84,104.80 (Step 20) annually <i>The typical starting range for this position is between \$52,609.85 and \$58,071.52, DOE.</i>
Opening Date	Closing Date
January 10, 2024 <i>Applications are reviewed on a rolling basis.</i>	February 9, 2024, (or until filled) <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
This position is open to both internal and external applicants. Applicants must: <ul style="list-style-type: none">Complete an application online - to apply click hereSubmit a cover letter and resume <p style="text-align: center;">Incomplete applications will not be considered.</p> <p><i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	Upon a conditional offer of employment, candidates must successfully: <ul style="list-style-type: none">Complete a background investigation which may include: (<i>education, criminal history, credit, fingerprints, and DMV</i>)Pass a workplace drug test (including marijuana*)Possess a valid State of Nevada driver's licensePossess a clean driving record

**As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.*

Employee Benefits

Pay is only part of the generous compensation package you receive while working for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.

Overview

The Southern Nevada Regional Housing Authority (SNVRHA) is currently recruiting an **HCV Training and Development Specialist** to join our team. Through its public housing programs, SNRHA provides affordable housing to low- and moderate-income households. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - www.snvrha.org.

If relocating from out-of-state, more than its famous Strip which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S. with residents enjoying no state income tax, no county income tax, no inheritance tax, and lower property taxes.

Position Summary

The **HCV Training and Development Specialist** is responsible for creating, developing, implementing, and administering training programs for new and existing staff assigned to the Housing Choice Voucher Program. The Training and Development Specialist will assess training and development needs through surveys, interviews, focus groups, and communication with supervisors, staff, and customers. This position is accountable for improving the skill level and knowledge base of our employees.

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

Duties and Responsibilities

This announcement is a summary of typical job functions and not an exhaustive or comprehensive list of all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Develop ongoing training plans and schedule for updates according to changes in policy.
- Train staff on all components of the HCV Program and develop systems to ensure compliance.
- Develop, maintain, and provide training on current Standard Operating Procedures to ensure consistency among staff in accordance with HUD and Housing Authority policy and procedures.
- Assist HCV personnel and leadership in updating the agency's administrative plan by tracking ongoing regulatory changes and providing the best options for delivering information to staff upon adoption.
- Maintain electronic records of HUD PIH Notices for reference and ensure new staff receives training/guidance on any new requirements set forth by HUD. Make recommendations to management to update procedures and policies based on new HUD regulations and/or PIH Notices within 30 days of the notices being posted.
- Confer with management and supervisory personnel to determine training needs. Use results of quality control tracking systems from seniors, and management, for the development of monthly training. Document training topics and attendance. Maintain an electronic record for future reference and user guide.
- Evaluate the effectiveness of training programs adjust the curriculum accordingly, and monitor the progress of trainees in accordance with Housing Authority policy and procedures.
- Provide updates to supervisors/managers of staff and/or new hires' comprehension of training materials.
- Maintain a working knowledge of the HCV Program to effectively train and support HCV program staff.
- Author and/or maintain training materials and user guides/desk guides
- Ensure the HCV Program procedures manual is updated as procedures are enhanced.
- Train new hires on SNRHA proprietary software (YARDI); Microsoft Office 365; scanning and indexing records.
- Comply with SNRHA and department rules, policies, procedures, and practices.
- Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Develop and provide supervisors and managers with evaluation tools for new hires and staff on the knowledge base of materials trained during ongoing onboarding.
- Perform job-related duties and responsibilities as required and/or assigned.

This position is eligible for participation in the collective bargaining unit (SEIU) representing certain Southern Nevada Regional Housing Authority employees.

Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully. Applicants who meet minimum qualifications are not guaranteed an interview; however, are further assessed in order to determine how well (s) they meet the minimum qualifications of the position and the immediate needs of the agency. Applicants should possess the following:

- Associate's degree in public administration, business administration, social work, or similar discipline.
- Three (3) years of experience in the administration of the Housing Choice Voucher program.
- A minimum of two (2) years of training experience is required.
- Demonstrated knowledge of HUD regulations and guidelines.
- Working knowledge of HUD's IMS/PIC computer system.

Preferred Qualifications

Preferred qualifications are desired qualifications above and beyond minimum qualifications that demonstrate additional education, experience, training, or other credentials. Preference may be given to applicants who possess the following preferred qualifications:

- Bachelor's degree in public administration, social work, or closely related field.
- Three (3) years of experience in training and development.
- Prior experience working with a public housing agency.
- Bilingual skills (English/Spanish).
- Experience assisting a diverse population of residents and tenants, including low-income, disabled, and elderly.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Minimum qualifications are used as a first step in identifying applicants who may perform satisfactorily on the job. Applicants who "meet" minimum qualifications are further assessed in order to determine how well they meet the minimum qualifications for the position. Evaluation factors include but are not limited to, a cover letter, resume, writing samples, pre-employment assessments, panel interviews, references, performance evaluations, and background investigation.

Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact our Human Resources Department (702.477.3170).

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