



Join Our Team

An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
24-047	HCV Trainer and Development Specialist
Number of Openings	Compensation (Depending on Experience, DOE)
One or more (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$65,049.92 (Step 1) - \$103,992.09 (Step 20) annually <i>The typical starting range for this position is between \$65,049.92 and \$71,803.05, DOE</i>

Opening Date	Closing Date
October 29, 2024 <i>Applications are reviewed on a rolling basis.</i>	November 8, 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
<p>This position is open to both internal and external applicants. Applicants should:</p> <ul style="list-style-type: none"> ▪ Complete an application online - to apply, click here ▪ Submit 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>	<p>Upon a conditional offer of employment, the candidate must successfully:</p> <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 within 72 hours* ▪ Possess a valid State of Nevada driver's license ▪ Possess a clean driving record

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

Employee Benefits
<p>Pay is only part of your generous compensation package 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.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting an HCV Trainer and Development Specialist to join our team. SNRHA provides affordable housing to low- and moderate-income households through its affordable housing, conventional public housing, and Housing choice voucher programs. 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.</p> <p>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, county income tax, inheritance tax, and lower property taxes.</p>

Position Summary
<p>The HCV Trainer and Development Specialist reviews and updates SNRHA's Housing Choice Voucher (HCV) and Eligibility staff on all regulatory changes. The incumbent is also responsible for onboarding new hires and ongoing training for Eligibility and the Housing Choice Voucher (HCV) department.</p>

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 summarizes typical job functions and does not exhaustively or comprehensively list all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Develop and administer training for new hires and current staff on all program components, tools, and systems.
- Monitor the Housing and Urban Development (HUD) website and Public & Indian Housing (PIH) alerts; develop or revise current processes according to regulations affecting the programs. Prepare and distribute revisions, regulations, or guidelines that impact programs to all staff and leadership. 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.
- Assist Eligibility, 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.
- Participates in compliance audits of reviews while monitoring the performance of staff.
- Assists with Section 8 Management Assessment Program (SEMAP) review and internal audits.
- Confer with management and supervisory personnel to determine training needs. Use results from quality control tracking systems from seniors, leads, and management to develop monthly training—document training topics and attendance. Maintain an electronic record and a user guide for future reference.
- Evaluate the effectiveness of training programs, adjust the curriculum accordingly, and monitor trainees' progress in accordance with SNRHA policy and procedures.
- Provide updates to staff supervisors/managers and/or new hires regarding comprehension of training before the end of the probationary period.
- Maintain a working knowledge of necessary programs to train and support staff effectively.
- Create forms, letters, training materials, desk guides, and other documentation and ensure they are updated appropriately.

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

Minimum Qualifications

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

- Bachelor's degree in business administration, public administration, or related field.
- Three (3) years of relevant experience developing and providing training.
- Excellent oral and written communication, problem-solving, time management, and organizational skills.
- Equivalent professional experience may be considered for substitution for the required degree.
- Valid **Nevada** State-issued Driver's License and a satisfactory driving record.

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:

- Two (2) years of previous experience working in public/affordable housing.
- Possession of the following certifications: HCV and PBV Rent Calculation, HCV Eligibility, RAD Specialist, SEMAP, and Blended Occupancy or the ability to obtain within twenty-four (24) months of employment.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Evaluation factors include but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, performance evaluations, and background investigation.

Reasonable Accommodation

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

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