



Join Our Team

An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
25-005	Senior Occupancy Specialist
Number of Openings	Compensation (Depending on Experience, DOE)
One (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$55,240.43 (Step 1) - \$88,310.14 (Step 20) annually <i>The typical starting range for this position is between \$55,240.43 and \$60,974.99, DOE</i>

Opening Date	Closing Date
February 19, 2025 <i>Applications are reviewed on a rolling basis.</i>	February 25, 2025 (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 a Senior Occupancy 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.snrha.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 Senior Occupancy Specialist is responsible for performing case management duties for Housing Choice Voucher (HCV) clients, including verifying eligibility for HCV housing assistance in accordance with established SNRHA policies and Housing and Urban Development (HUD) regulations.</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.

- Perform case management duties involving the annual and interim for HCV participant's recertification process; interview clients to assure continued compliance with HCV program guidelines; explain SNRHA program requirements; answer questions about policies, rules, regulations, and procedures.
- Review client files; collect and research information that verifies family composition, income, criminal history, and other factors affecting eligibility; enter updated information on case files and database; calculate income, certify eligibility, and re-calculate rent as needed within timelines established by HUD, the SNRHA, and the HCV department, i.e., interims, annuals, and adjustment actions.
- Maintain and correct client application and program documentation files; contact clients to clarify informational discrepancies; organize and maintain case files and records; maintain file integrity and confidentiality by adhering to policies and procedures.
- Ensure that 50058s are coded correctly for action type and programs.
- Process case files for initial lease-ups and moves; review files, resolve issues, and assure compliance to guidelines; verify leased housing files are complete, information is correct and current, and all procedures are followed; ensure inspections are completed promptly and that landlord information is accurate and contracts/files submitted for contract execution within established timelines.
- Complete accurate quality control in compliance with HUD regulations/criteria and Housing Authority policies and procedures. Ensure team members correct errors within established timelines and track/maintain them in accordance with established guidelines.
- Process change in accordance with Housing Authority and department policy and procedures.
- Assist the HCV Supervisor, Housing Program Manager, Deputy Director of Housing Programs (HP), and the Director of HP in responding to inquiries related to the HCV Program; respond to and resolve difficult tenant and property owner complaints and public inquiries relating to their assigned teams as required.

*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:

- Associate's degree in public or business administration, social work, or closely related field.
- Three (3) years of experience working in the HCV Program, public sector social services agencies, or private property management firms.
- Five (5) years equivalent combination of education and experience.
- Excellent communication, problem-solving, crisis management, time management, and organizational skills.
- Valid **Nevada** State-issued Driver's License and a satisfactory driving record.

SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email to participate in the testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.

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:

- Experience in interviewing techniques and case management.
- Experience assisting a diverse population of residents and tenants, including low-income, disabled, and elderly.
- HCV Rent Calculation certification or the ability to obtain within one (1) year of employment.
- HCV Management certification or the ability to obtain two (2) years 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.

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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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