

SECTION 8 RENTAL ASSISTANCE COORDINATOR

APPLICATION DEADLINE IS FRIDAY, FEBRUARY 14, 2025 AT 11:59PM

Division: Section 8 Rental Assistance
Reports to: Section 8 Rental Assistance Manager
Location: Various
Full-time/Part-time: Full-time
Salary Grade: K
Monthly Salary Range Minimum: \$4,017
FLSA Classification: Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Works in an assigned Section 8 Rental Assistance (S8RA) field office that provides rental assistance through the Federal Housing Choice Voucher (HCV) Program in a multi-county area according to the requirements of the U. S. Department of Housing and Urban Development (HUD) and the organization by serving as a Subject Matter Expert and trainer for other staff, and as an office Lead when the S8RA Manager is unavailable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Assists the S8RA Manager with oversight duties as assigned.
- Under general oversight by the manager, delegates routine work assignments to Rental Assistance staff.
- Serves as a Subject Matter Expert to office staff.
- Reviews and audits employees' client files, housing quality inspections data, and general work product as required by the S8RA Manager.
- Coordinates the ongoing administrative operation of the office including, but not limited to, ordering supplies and maintaining equipment and agency vehicles.
- Assists S8RA Manager with month-end and ongoing reporting requirements.
- In conjunction with the S8RA Manager, assures the office's compliance with all program rules and other state and federal regulations as required.
- Assists S8RA Manager with providing information for staff meetings.
- Under the direction of the S8RA Manager, serves as primary lead for all aspects of training new employees and existing staff members on programmatic policies and procedures.
- Provides input into performance evaluations as requested by the S8RA Manager.
- Facilitates communication with clients and landlords when necessary.
- Investigates reported or suspected cases of fraud as necessary.
- Attends meetings and training as required.
- Maintains current and accurate knowledge of information concerning the HCV program.
- Serves as office Lead in the S8RA Manager's absence.
- Performs the duties of a S8RA Specialist during a staff absence.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High school diploma or GED; relevant post high school certification preferred.

- Bachelor's degree preferred.
- At least one year of experience in federal, state, or local housing program, property management, or other related field.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Ability to handle private, personal information in a confidential manner in compliance with the Privacy Act of 1974 (5 U.S.C. 552a, as amended).
- Excellent training skills.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Treats people with dignity, respect, and compassion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively.
- Consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state travel, including overnight travel
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION

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