

HOUSING CHOICE VOUCHER SPECIALIST

The Housing Choice Voucher (HCV) Specialist will support the Housing Authority of the City of Annapolis (HACA) in providing quality, affordable housing in safe, attractive communities for eligible individuals and families based on need and income. As a HACA employee, you will become part of a team, dedicated to creating and sustaining communities in Annapolis.

Reporting to the Director of Housing Programs, the HCV Specialist will support the HCV program in the processing of initial applications, annual recertifications, and interim recertifications for housing assistance. You will maintain a caseload and be responsible for the administrative and clerical functions associated with participants' eligibility in HACA's housing assistance programs. The ideal candidate will demonstrate exceptional skills in customer service and resident relations. The candidate's knowledge and abilities should include experience with the HCV Program.

Duties include, but are not limited to:

- Receiving and reviewing applications from potential program participants; interviewing applicants; investigating and verifying information received; and determining housing eligibility.
- Preparing residents for continued eligibility through the completion of necessary documentation and recertification appointments.
- Calculating annual income, determining initial eligibility, and calculating resident rents and total payments in accordance with related regulations; determining income allowances and deductions; and providing residents with relevant documentation.
- Coordinating with landlords to obtain and/or provide documents including leases, HAP contracts, and affordability notifications.

Education/Experience: Bachelor's Degree in management, public administration, social work or related field, and a minimum of two (2) years of experience in the administration of the Housing Choice Voucher Program. HQS Inspector Certification preferred.

An equivalent combination of education and experience may be considered.

Equal Opportunity Employer / Equal Housing Opportunities

Location: Annapolis, MD. Only local travel may be required.

Organization: Housing Authority of the City of Annapolis (<http://www.hacamd.org/>)

Compensation: Commensurate with experience and qualifications. Comprehensive benefits package included.

To apply: Please e-mail your resume, cover letter, and salary requirements to recruit@humancapitalinitiatives.com with "HACA HCV Specialist" in the subject line. Please do not contact HACA directly.

To view the complete job description for this position, visit our website at <http://humancapitalinitiatives.com/news-and-opportunities/>.