

## **HCV Certification Specialist - Occupancy**

*Assist low-income families and individuals, who may include homeless, elderly, or disabled, to secure affordable housing and improve their living conditions.*

**Supervisor:** HCV Program Supervisor or designee

### **Education/Qualifications:**

- Associates degree in business, public administration, or a related field **OR**
  - High school diploma and 2 years work experience with State and/or Federal Housing programs and/or social service, community service agency
  - Prior Case Management experience a plus
  - Ability to interpret and apply regulations pertaining to the program.
  - Excellent customer service skills
  - Basic math proficiencies
  - Attention to detail.
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### **Key Job Functions:**

- Process and maintain correspondence and records for monitoring case needs, incoming mail, Microsoft Excel worksheets
- Conducts Annual, Interim and Zero Income Re-certifications: meet with individual or families 1:1, educate individual or families on their responsibilities, collect income, asset, and expense verifications, calculate individual or family portion of rent and Housing Assistance Payments (HAP)
- Conducts move appointments: meet with individual or families 1:1, educate individual or families on their responsibilities, issue Voucher, approve request for tenancy approval and lease, request housing quality standards (HQS) inspection, determine rent reasonableness, negotiates rent with landlord when needed, and initiates Housing Assistance Payments (HAP) Contract.
- Conducts Portability move appointments meets with individual or families 1:1, communicates with receiving PHA, educates individual and families on their responsibilities, and submits required paperwork.
- Processes rent adjustments.
- Recommends abatement of housing assistance payments.
- Recommends termination of rental assistance.
- Maintains awareness of current laws, HUD regulations and PHA administrative plan policies affecting HCV program delivery including Tenant-based Vouchers, Project-based Vouchers, Section 8 homeownership
- HCV Certification Specialist certification required within six months of assuming position.
- Maintain compliance with the regulations and requirements of all federal, state, and local funding sources and with the policies of Arbor Development including the Arbor Development Conflict of Interest Disclosure Statement for Disclosure of all Potential/Actual Conflicts of Interest

### **Physical Demands / Environment**

- Continuous mental and visual attention required.
- Otherwise sits, stands, walks, reaches with hands and arms.
- Typically stoops, kneels, bends.
- Carry or pull up to 20 pounds.
- Professional Office Setting located at 26 Bridge Street Corning, NY 14830