



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
 - Ability to interpret and apply regulations pertaining to the program.
 - Excellent customer service skills
 - Basic math proficiencies
 - Valid drivers 'and reliable transportation
 - Attention to detail
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Key Job Functions:

- Conducts calculations to determine housing assistance payments and tenants share of rent.
- Processes and maintains correspondence and records for monitoring case needs, incoming mail, Microsoft Excel worksheets.
- Conducts Annual, Interim and Zero Income Re-certifications: conducts annual, interim, and recertifications by mail, educate individuals or families on their responsibilities, collect income, asset, and expense verifications, calculate individual or family portion of rent and Housing Assistance Payments (HAP).
- Completes annual, interim, and zero income recertifications timely according to the HCV processing schedule or end of month deadlines.
- Conducts move appointments: meet with individuals or families, educate individuals or families on their responsibilities, issues Voucher, approves request for tenancy approval and lease, requests housing quality standards (HQS) inspection, determines rent reasonableness, negotiates rent, and initiates Housing Assistance Payments (HAP) Contract.
- Conducts Portability move appointments, meets with families 1:1, communicates with receiving PHA, educates families on their responsibilities, and submits required paperwork.
- Processes rent adjustments.
- Completes 120 day EIV review within 120 days of admission to the program.
- 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, and Veterans Affairs Supportive Housing (VASH) programs.
- HCV Specialist Certification (or equivalent certification) required within six months of employment.
- 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.

Arbor Housing and Development Expectations:

- Report to work on time and work your scheduled shift, except in cases of emergency and/or illness.
- In the event of emergency and or illness contact your supervisor and/or director.
- Effectively discharge the key job functions of your job in accordance with the Housing Choice Voucher policy and procedure and administration plan, HUD/HCR rules and regulations and AHD Code of Conduct and Standard of Acceptable Behavior
- Support a Non-Discrimination/ Anti-Harassment/Sexual Harassment free work environment, foster a respectful environment and refrain from unprofessional conduct as referenced in the Personnel Policy Manual

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 25 pounds.
- Office setting located at 26 Bridge Street Corning, NY 14830

Critical features of this job are described above. They may be subject to change at any time due to reasonable accommodation or other reasons. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.