



MOHAVE COUNTY
invites applications for the position of:

Housing Specialist

SALARY: \$16.04 - \$24.86 Hourly
\$1,283.20 - \$1,988.80 Biweekly
\$33,363.20 - \$51,708.80 Annually

OPENING DATE: 06/04/18

CLOSING DATE: Continuous

JOB SUMMARY:

Mohave County is currently recruiting for a Housing Specialist in the Community Services division of Kingman, Arizona

****This is a Grant Funded Position****

Performs paraprofessional level work involved in the compilation and investigation of information for the determination of eligibility for housing assistance in accordance with local, state and federal program regulations and procedures for participation in County, State and Federal housing assistance programs and coordinating the Housing and Urban Development (HUD) Section 8 (Rental Assistance) and the Homebuyers Assistance Programs in Mohave County. Appointment to this level within the series requires that the incumbent be performing the full range of duties and meet the qualification standards.

REPORTS TO

A higher authority. The employee is expected to exercise initiative and independent judgment in conducting eligibility assessments and determinations in accordance with established procedures and regulations.

SUPERVISION EXERCISED

May exercise technical and functional supervision of subordinates.

ESSENTIAL JOB FUNCTIONS:

- Interviews applicants or designated representatives to obtain appropriate information and in the compilation of required forms in accordance with established procedures and regulations for Section 8 rental assistance, Homebuyers Assistance or other related low income housing programs.
- Investigates information received through verification of sources by mail, phone and in person to verify residency, household compositions and financial eligibility requirements collected from applicants and representatives. Prepares correspondence letters/forms to extract and verify information collected. Prepares confirmation letters of phone investigations.
- Completes and calculates eligibility determination and assistance based upon findings of investigation in accordance with established program regulations, procedures and time frames. Advises and notifies applicants and representatives of case status. Notifies applicants and representatives of decisions, appeal rights, ability to reapply for housing benefits. Informs eligible applicants of housing benefits and procedures available through local, State, and Federal housing assistance programs.
- Investigates inconsistent information provided by applicant to determine continued eligibility for housing assistance programs.
- Identifies and refers suspected cases of fraud to supervisor.
- Conducts initial inspections, annual inspections and re-inspections as assigned using specified forms and procedural guidelines to determine if rental units meet Housing Quality Standards (HQS) and related HUD requirements. Enforces HUD safety and sanitation regulations.

- Prepares agreement forms with landlords to secure housing units to be used in Section 8 program.
- Conducts surveys to determine rent reasonableness, comparable studies and housing needs.
- Explains program procedures, regulations, process and time frames to individuals, applicants and representatives. Responds to inquiries. Counsels clients who are not in compliance with program procedures and regulations and provides instructions to bring client into compliance. Prepares terminations of clients from programs.
- Maintains constant liaison with community-based organizations and local officials, interpreting and explaining the Authority's program and viewpoints of housing, tenant services and other matters of interest to them and is responsible for representing the Authority and presenting their view and programs to the public.
- Maintains effective working relationships with HUD, Arizona Department of Commerce, FHA and other funding agencies.
- Maintains chronological charts, forms, folders, and other related documents notating and documenting accurate, up-to-date information of program activities and status of applicants and clients.
- Prepares reports and summaries of eligibility and applicant activity statistics and other related statistics.
- Performs a variety of clerical tasks to include but not limited to: scheduling appointments; answering phones; utilizing computer keyboard to perform such tasks as, but not limited to, inputting data and MS Office programs: Word, Excel and Access; responding to or routing inquiries; referring and directing individuals, applicants and clients to appropriate agencies; assembling materials in preparation of interviews and investigations; completing and processing of forms and other documents; organizing information, records and other related documents; and filing.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

MINIMUM QUALIFICATIONS:

- High School diploma/GED (General Education Degree)
- Two (2) years progressively responsible experience involved in the provision of housing assistance or in programs providing services to low income individuals and included interviewing, investigating and public contact work relating to the collection of financial status information and determination of eligibility for Local, State or Federal mandated program.
- An equivalent combination of education, experience, and training may be considered in meeting the minimum qualifications.

SPECIAL JOB REQUIREMENT

- Must possess a valid Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/mohavecountyaz>

Position #01974
HOUSING SPECIALIST
KW

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