

## **SECTION 8 RENTAL ASSISTANCE SPECIALIST – CENTRAL OFFICE**

**APPLICATION DEADLINE IS WEDNESDAY MARCH 23, 2016**

**Division:** Section 8 Rental Assistance  
**Reports to:** Director of Section 8 Rental Assistance  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full time  
**Salary Grade:** 29  
**Monthly Salary Range Minimum:** \$ 3,053  
**FLSA Classification:** Non-exempt (01)

**THDA is now recruiting for a Section 8 Rental Assistance Specialist in our Central Office. A primary responsibility for this is serving as a back-up to the field offices. Therefore, this position could require frequent travel to our field offices, including overnight travel depending on needs of the Division.**

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:** Assists the Section 8 Rental Assistance (S8RA) Division with case management duties and administrative support for the Housing Choice Voucher (HCV) Program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Serves as primary back-up to S8RA Specialists in field offices during staff absences, handling case management activities related to program applicants and tenants such as determinations of initial eligibility and re-certifications (annual, interim, and relocation), and file preparation and maintenance.
- Serves as primary point of contact with regards to control systems for HCV tenants and Family Self Sufficiency (FSS) participants in compliance with Federal Housing and Urban Development (HUD) and State standards.
- Tracks nonpayment related complaints handled by Central Office staff and ensures that resolutions are recorded timely and appropriately.
- Handles correspondence and interfaces directly with citizens, clients, vendors and staff regarding complaints, issues and concerns relative to HCV and FSS regulations.
- Maintains client and landlord relations.
- Manages the division's shared email accounts and ensures information is distributed to appropriate staff and systems.
- Facilitates Electronic Content Management (ECM) activities; prepares paperwork for scanning into the Electronic Content Management (ECM) data base.
- Maintains complete and accurate tenant files, program files and other records.
- Provides data entry into the appropriate computer systems; troubleshoots errors and makes corrections where appropriate.
- Assists with staff meetings and Resident Advisory Board activities.
- Updates THDA website.
- Orders supplies.
- Complies with all program rules and other state and federal regulations.

- Maintains current and accurate knowledge and information concerning the program, attending training as necessary.

## **MINIMUM QUALIFICATIONS**

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

### **Education and Experience:**

- High school diploma or equivalent GED.
- Bachelor's degree in the social sciences, public administration or other related field is preferred.
- Two or more years of experience in a federal, state or local housing program, other social service or subsidized housing program, or other organization serving a low-income population is preferred.
- Case management or related experience preferred.

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:**

- Knowledge of Department of Housing and Urban Development (HUD) programs preferred.
- Ability to read and understand regulations, laws, agreements and organizational materials.
- 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).
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Ability to exercise good judgment in evaluating complex situations.
- Ability to adjust to frequent procedural changes.
- Ability to interact appropriately with low-income individuals.
- 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.
- Day travel and occasional overnight travel is required; frequency of travel will depend on the needs of the division.
- 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.
- The employee may be required to lift files, boxes of files, and office supplies up to 30 pounds.
- 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**

**PLEASE VISIT OUR WEBSITE AT [WWW.THDA.ORG](http://WWW.THDA.ORG) AND FOLLOW THE ONLINE INSTRUCTIONS**

**APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION**