

## **JOB POSTING**

### **Housing Specialist I**

Under the supervision of a Section 8 Supervisor, the Housing Specialist I must perform assigned duties to include initial and reoccurring certification of participant income and family composition, adherence to all applicable Federal regulations and approved local policy.

The Housing Specialist I is responsible for:

- Successfully maintaining a caseload of greater than 375 cases
- Completing recertifications with a monthly error rate of less than 5%
- Documenting and properly ordering files and information utilizing appropriate verification methods and meeting time frame requirements
- Mentoring other staff holding Housing Specialist positions
- Remaining alert and reporting any and all suspected fraudulent activity
- Applying Federal and local rules to evaluate assigned cases, as well as documenting eligibility determinations
- Making accurate rent and subsidy determinations based on payment standards, utility allowances, rent burden and rent reasonableness assessments
- Accurately processing Requests for Tenancy Approval within set time limits
- Applying relevant rules and regulations to expedite processes for lease-up, tenant moves, verifying unit leasing requirements, maintaining criteria for denial of owners, and administering procedures for portability
- Successfully completing and passing HCV training and course updates provided by IHA
- Obtaining Section 8 Eligibility and Rent Calculation and Occupancy Certification within one year from date of hire

*Minimum Qualifications:*

- Associate degree in Business, Human Services, Sociology, Public Relations, or related field
- One year of experience in social service, customer service, or working with disabled populations or families in trauma or elderly citizens
- Two or more years of experience in case management
- Two or more years successful experience utilizing word processing, database applications, or other related computer software programs
- Combination of education and experience necessary to successfully perform the requirements of the job
- Valid Indiana driver's license
- Must be a Marion County resident, or willing to relocate to Marion County within six months from date of hire

**For consideration, please contact, or send resume to:**

*Indianapolis Housing Agency  
Human Resources Department  
1919 N. Meridian Street  
Indianapolis, IN 46202  
Email: [jobs@indyhousing.org](mailto:jobs@indyhousing.org)  
Job Line: (317) 261-7232  
Fax: (317) 261-7176*

**EOE**