

## **JOB POSTING HOUSING SPECIALIST II**

Under the supervision of the Section 8 Program Manager and Intake and Admissions Manager, the Housing Specialist II must perform assigned duties to include initial and reoccurring certification of participant income and family composition. The Housing Specialist II must be able to read, interpret, communicate, implement, and enforce complex rules and regulations in accordance with applicable Federal and local guidelines.

The Housing Specialist II is responsible for:

- Successfully maintaining a caseload of 450 or more cases
- Adhering to HUD requirements as well as department policy and procedures while successfully completing monthly and interim recertifications as well as rent increases within applicable time limits
- Documenting and properly ordering files and records relating to verification methods and time frames
- Processing moves within thirty (30) days
- Remaining alert and reporting any and all apparent or suspected fraudulent activities
- Ensuring owner and tenant compliance by applying appropriate local policies and guidelines. Also following procedures to resolve non-compliance issues
- Documenting case files for informal hearings in accordance with relevant Federal and local rules
- Completing and passing HCV training and update courses as provided by IHA
- Processing Requests for Tenancy Approval accurately and within time parameters
- Applying appropriate rules regarding lease-up, tenant moves, unit leasing requirements, criteria for denial of owners, and processing procedures for portability
- Applying applicable rules and making determinations regarding payment standards, utility allowances, rent burden and rent reasonableness, along with accurately assessing and documenting rent and subsidy payments
- Obtaining certification in Section 8 Eligibility and Rent Calculation and Occupancy

Minimum Qualifications:

- Associate degree in Business, Human Services, Sociology, Public Relations, or related fields from an accredited college or university
- One year of experience in the area of social service, customer service, or working with disabled populations, families in trauma and/or elderly persons
- At least two (2) years experience in case management
- One (1) year of experience as a Housing Specialist I or Certification in subsidized rent calculation
- Valid state-issued driver's license
- Must be a Marion County resident, or willing to relocate to Marion County within six (6) 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**