

## **JOB POSTING HOUSING SPECIALIST**

*Under the supervision of the Section 8 Program Manager, the Housing Specialist must successfully perform assigned duties to include initial and reoccurring certification of participant income and family composition, while maintaining strict adherence to all applicable Federal regulations and approved local policy.*

The Housing Specialist is responsible for:

- Successfully maintaining a caseload of 250 to 375 cases.
- Screening, reviewing, and processing applications along with negotiating rents and certifying for rent reasonableness.
- Completing interim and annual recertifications for Section 8 participants as well as calculating annual income, allowances, deductions, and minimum rent requirements.
- Accurate data entry, timely document processing, certifying program eligibility, and ensuring proper and secure document storage.
- Providing guidance to both tenants and landlords regarding proper program procedures.
- Conducting client move briefings, maintaining strict adherence to HUD requirements, and performing required tasks to follow up on program violation claims.
- Coordinating portability moves outside program jurisdiction along with reviewing caseload files to ensure accuracy and compliance with HUD regulations.
- Notifying landlords and program participants of rent changes.
- Ensuring that Section 8, HUD, and IHA policies, laws, and procedures are exactly followed.
- Obtaining Section 8 Admissions/Occupancy Certification within first six (6) months of hire.

*Minimum Qualifications:*

- High School Diploma or GED along with two years related work experience.
- One year of experience in social service, customer service, and working with diverse populations.
- Successful work experience in case management preferred.
- 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**