

HOUSING ASSISTANCE SPECIALIST

Distinguishing Features of the Class: These duties involve responsibility for assisting property owners and tenants in applying and establishing eligibility for participation in rental assistance programs. The Housing Assistance Specialist is also expected to publicize the programs and encourage participation of both owners and tenants. The work is performed under the general supervision of the Housing Assistance Coordinator with some latitude permitted for the exercise of independent judgment in carrying out work assignments. Does related work as required.

Typical Work Activities:

- Correspond with landlords, tenants, other agencies and the public using independent judgment;
- Interview applicants and tenants to determine financial eligibility and evaluate income for amount of assistance during Coordinator's scheduled and unscheduled absence;
- Assists Coordinator in performing routine housing unit inspections prior to leasing and re-inspections on an annual basis to insure that housing unit meets HUD guidelines;
- Undergo periodic training and must pass required examinations to perform inspections to meet HUD guidelines;
- Evaluates and ranks incoming applications;
- Collect, compile and analyze data for rent comparability.
- Prepare data to be shared with other agencies applying for grants;
- Maintain required records and logs, draft letters and forms, prepare required statistical reports and enter computer data to maintain waiting list;
- Notify tenants and landlords of lease expiration and re-certification dates and establish appointments and prepares files for review, re-inspections and re-certifications;
- Conduct investigations of participants or applicants when fraud is indicated;
- Computer knowledge and operation of office machines for preparation of payroll, mileage vouchers, purchase orders, account ledgers and budget accounts, correspondence and statistical data;
- Assists the Coordinator with Administrative Plan updates using HUD guidelines to implement program objectives, address community needs, prepare applications for additional program funding;
- Assists the Coordinator when conducting Fair Hearings;
- Checks immigration verification and does portability;
- Acts in a supervisory capacity when authorized by Coordinator as needed.

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

- Good knowledge of social services, health related and financial resources available to local residents;
- Good knowledge of interview techniques;
- Ability to acquire good knowledge of laws, regulations and policies pertaining to rental assistance and related programs;

Housing Assistance Specialist continued

- Ability to establish and maintain effective working relationships with others of varied social, economic and educational backgrounds;
- Working knowledge of Federal Regulations, State Laws and Policies that govern the housing program;
- Ability to operate a computer and various office machines;
- Ability to maintain records and prepare reports;
- Good sense of direction and map reading skills;
- Good knowledge of PC computer data entry and processing;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from High School or possession of a High School Equivalency diploma and **Either:**

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree, which included or was supplemented by twelve (12) credit hours in applied sciences and or human services; **OR**
- (b) Two (2) years of full-time paid experience in a subsidized housing program; **OR**
- (c) Two (2) years of full-time paid experience interviewing involving public contact or working in a social program concerned with assisting families, aged, handicapped, or economically disadvantaged persons.

SPECIAL REQUIREMENT: Possession of an appropriate New York State Motor Vehicle Drivers License at the time of appointment.

Note: An original transcript is needed for all degrees.

The term applied science shall mean science based courses in environmental technology, sanitation technology, medical technology, public health, and infection control or food science.

The term human services shall mean courses in early childhood development, mental health, development disabilities, social services or gerontology,

08/03/1990
09/09/2002
09/26/2002
05/30/2008

CLASS: COMPETITIVE