

## **Full-Time Job Opening**

We are looking to hire a full time Housing Choice Voucher Caseworker. Previous working experience with the HUD Section 8 Housing Choice Voucher and/or Section 8 Project Based Voucher programs is desirable. Successful candidate must be organized, a team player, computer literate, possess excellent interpersonal skills and be highly motivated to assist low income households. Must pass a criminal background check and drug screening.

### **Job title:**

Section 8 Housing Choice Voucher Caseworker

### **Pay and Benefits:**

\$40,000.00 - \$45,000.00 per year

Dental insurance, Flexible spending account, Health insurance, Life insurance, Paid time off, Retirement plan (NJ Public Employee Retirement System)

### **Job Type:**

Full-time (M-F 8:30am-4:00pm)

### **Job description:**

**POSITION SUMMARY:** Under the direction of the Section 8 Coordinator: Performs case management duties associated with rental assistance within the Section 8 Housing Choice Voucher Program. Accurately maintains a caseload of program participants under HUD Section 8 Regulations, other program requirements and Housing Authority policies.

**REQUIREMENTS/QUALIFICATIONS/SKILLS/ABILITIES:** The individual must possess the following knowledge, skills and ability or be able to demonstrate that he/she can perform the essential functions of the job.

- Must possess, at a minimum, a High School diploma or equivalent.
- Requires effective telephone skills, ability to deal tactfully and professionally with a diverse population of people in a high paced environment.
- Ability to prioritize tasks and work with minimal direction.
- Ability to understand and work with various office equipment (copiers, scanners, calculators, computer equipment, telephone systems) and with electronic filing system.
- Ability to learn and follow regulations, policies and procedures of HUD and the Housing Authority.
- Ability to maintain confidentiality of participants and landlords.
- Ability to be a team player and work harmoniously with other employees.
- Must be able to communicate and maintain effective working relationships with participants and all levels of the Housing Authority's staff.
- Ability to speak Spanish is helpful but not required.
- Previous experience with PHA-Web software is helpful but not required.

## **ESSENTIAL TASKS OF THE POSITION:**

- Interviews and processes eligible households for Section 8 rental assistance
- Verifies income, assets, medical and assisted dwelling information. Enters data into computer software generating rent, HAP, utility allowance and escrow calculations.
- Counsels applicants/participants regarding their various housing options.
- Prepares necessary forms and secures signatures to finalize agreements between participants, landlords/owners and the Housing Authority.
- Reviews incoming requests for lease approval for rent burden and rent reasonableness.
- Communicates with landlords and LHA inspection department regarding any problems/lease violations.
- Maintains participant contact by phone, mail, email and in person. Assures that participants are fulfilling their responsibility in providing accurate verification and timely submission of required documents.
- Performs annual reexaminations and required interim reexaminations explaining in terms the client understands to insure compliance with program rules.
- Processes requests for Portability (both in and out)
- Maintains and updates tenant files in accordance with agency procedures and scans/uploads to paperless filing system.
- Addresses program abuse allegations, issues program warning or notice of termination as needed. Prepares hearing information and participates in hearing as needed.
- Informs owners of program requirements, including Housing Quality Standards (HQS). Places cases on hold and/or terminates HAP contract as needed.
- Prepares monthly reports and attends meetings as necessary.
- Performs other related essential duties and tasks as assigned.

## **PERFORMANCE STANDARDS:**

- Assigned work is completed within acceptable time and performance standards.
- Attendance is reliable; leave does not exceed amount permitted and employee has no unexcused absences.
- Teamwork and productivity are exhibited.
- Good communication skills with clients and staff are exhibited.

## **COVID-19 Considerations:**

During COVID-19 we have closed our office to the public and are communicating with clients via telephone, mail, email and fax.

Resumes can be emailed to [sparsons@lakewoodha.org](mailto:sparsons@lakewoodha.org) or mailed to Lakewood Housing Authority, 317 Sampson Avenue, Lakewood, NJ 08701, Attn: Scott Parsons.