



*HUD Certified Housing Counseling Agency*

## **HOUSING CHOICE VOUCHER COUNSELOR II**

The Ocala Housing Authority is seeking a qualified person to join its team as a **Housing Choice Voucher Counselor II (aka Section 8)**. The position will be responsible for all functions pertaining to the determination of families' eligibility and continued participation in the HCV Program. Counselor is also responsible for intake, interim adjustments, annual reexaminations, and executing legal documents, recordkeeping, preparing reports, and data entry. Counselor is responsible for assisting families with finding suitable housing, knowledge and application of the Florida Landlord and Tenant Act, serving as a client referral system for other community resources and working closely with landlords in the Section 8 Program, and will perform other clerical duties for the department.

**MINIMUM QUALIFICATIONS:** Graduation from an accredited four-year college or university with major courses in human services, social services, psychology or business, OR equivalent experience in subsidized housing/housing management; and three (3) years customer service or social work experience and a VALID FLORIDA DRIVER'S LICENSE. **MUST** be motivated, organized, personable, can multitask, dependable, have the ability to establish effective working relationships with clients, other staff and the general public, and display professionalism. Candidate must be proficient with WORD and EXCEL and can navigate on the internet efficiently. The successful candidate should possess high integrity, exemplary work ethics, confidentiality and good written and oral communication skills.

**Bi-Lingual (Spanish) is a plus!**

If you meet these qualifications, please mail: **cover letter, resume', application, and three (3) verifiable work references**, to the attention of: Ms. Glenda Roberts, Human Resources Director, Ocala Housing Authority Administrative Office, 1629 NW 4<sup>th</sup> St, Ocala, FL 34475. You may also fax or email to 352-369-2643 or [GRoberts@OcalaHousing.org](mailto:GRoberts@OcalaHousing.org). Applications and job description are available on the OHA's website at [www.OcalaHousing.org](http://www.OcalaHousing.org). **Salary: \$15.50 per hour plus EXCELLENT BENEFITS.** Successful candidate must pass a criminal background check. **THE POSITION WILL BE OPEN UNTIL FILLED.**

*"This opportunity is covered under Section 3 of the HUD Act of 1968"*



*Drug-Free Workplace*



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## **HOUSING CHOICE VOUCHER COUNSELOR II**

### **FLSA Status:**

Non-Exempt

### **Employment Status**

Full-time

### **Nature of Work**

The position will be responsible for all functions pertaining to the determination of families' eligibility and continued participation in the Housing Choice Voucher Section 8 Program. Evaluating families' income in accordance with federal regulations for families' Initial Certification, Interim Adjustments, and Annual Reexams, executing legal documents and data entry.

### **Classification Standards**

The single position to this class reports to the Housing Choice Voucher Program Manager, and the Housing Choice Voucher Coordinator in the manager's absence.

### **Essential Job Functions**

- Verifying family's household income
- Preparing legal documents
- Preparing reports
- Data entry
- Maintains relationships with landlords and participants
- Record keeping
- Written and oral communication with landlords and participants
- Assisting families with finding suitable housing
- Referring families to other social service agencies
- Knowledge and application of Federal Regulations as it applies to job functions
- Knowledge and application of the Florida Landlord and Tenant Act as it applies to job functions
- Performs other related duties as assigned

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### **Minimum Qualifications**

Graduation from an accredited four-year college or university with major courses in human services, social services, psychology or business, OR equivalent experience in subsidized housing/housing management; and three (3) years customer service or social work experience. **MUST** be motivated, organized, personable, can multitask, dependable, have the ability to establish effective working relationships with landlords, clients, other staff and the general public, and display professionalism. Candidate must be proficient with WORD and EXCEL and can navigate on the internet efficiently. The employee must possess high integrity, exemplary work ethics, confidentiality and good written and oral communication skills. **Bi-Lingual (Spanish) is a plus!**

### **COVID-19 precautions**

COVID-19 considerations: Requirements: masks/face coverings, daily temperature checks, social distancing, and clients must answer a COVID questionnaire. Offices have plexiglass desk shields & weekly anti-virus spraying.

### **Licenses/Certifications**

- Valid Florida Driver's License required
- Certified Occupancy Specialist will be required within one year of employment
- Knowledge of Federal Regulations and general state law as it pertains to HCV Program will be required after employment

### **Job Requirements**

- Case management experience in subsidized or related housing
- General knowledge of computers
- Ability to mathematically calculate families' income
- Ability to effectively communicate, both orally and in writing
- Ability to maintain security and confidentiality
- Ability to establish and maintain working relationships with landlords, participants and general public as it pertains to families' participation in the Section 8 Program
- Good organizational skills
- Ability to adequately perform multiple tasks simultaneously

Staff is responsible for reporting any perceived and/or real conflict of interest to their immediate supervisor in writing by completing the OHA Conflict of Interest Disclosure Form. Upon completion and submittal, the immediate supervisor will then report to Executive Management Staff. The Chief Executive Officer will determine if the employee will be allowed to continue processing the client's file, or if it will be assigned to another employee.

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Employee's Signature: \_\_\_\_\_ / Date \_\_\_\_\_

Human Resources Department: \_\_\_\_\_ / Date \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ / Date \_\_\_\_\_

Approved by:

\_\_\_\_\_ / Date \_\_\_\_\_

Chief Executive Officer Signature

This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.



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