



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.pchawa.org

JOB DESCRIPTION

APPRENTICE HOUSING SPECIALIST

POSITION OVERVIEW:

JOB TITLE:	Apprentice Housing Specialist
REPORTS TO:	Housing Choice Voucher (HCV) Manager
RATE OF PAY:	\$21/hr.- \$25/hr., DOE HPC Benefits Package
SHIFT/ SCHEDULE:	Hourly, Non-Exempt Union Position
CLOSING DATE:	Open Until Filled

Housing Pierce County (HPC) is a self-supporting public body enterprise created by Pierce County's Board of Supervisors (now County Council) in 1978 according to State statute (RCW35.82). The mission of HPC is to provide safe, decent, affordable housing and economic opportunity free from discrimination. HPC currently operates 121 HUD Public Housing units that we are in the process of selling, 20 Units of USDA/RD Housing, administers approximately 3,003 HUD Section 8/HCV program vouchers, and an Enterprise Portfolio comprising approximately 727 apartment units at 9 communities. Additional competitive grants received periodically for the Renovation and Modernization of existing facilities, construction of new facilities, and in support of our Family Self-Sufficiency Programs. Currently, HPC employs approximately 50 individuals.

GENERAL DUTIES:

The Apprentice Housing Specialist position is a non-exempt, union/bargaining position in the Supported Housing Department of HPC. Under general administration of the HCV Manager, the Apprentice Housing Specialist will perform various functions of case management, including disseminating program information, reviewing applications, interviewing applicants, determining eligibility, certification and briefing.

Upon completion and successful passing of exams for the following courses, the apprenticeship position would be awarded the position as a Housing specialist:

- Section 8 eligibility
- Section 8 occupancy
- Section 8 rent calculations

This position is part of a Collective Bargaining Agreement with Office and Professional Employees International Union (OPEIU) Local 8.



ESSENTIAL FUNCTIONS

- Performs work of moderate to considerable difficulty, and in accordance with current Department of Housing and Urban Development regulations and Housing Authority policies
- Interviews or screens applicants, as necessary, securing verifications needed to accurately determine eligibility for housing assistance through the Authority's various assisted housing programs
- Computes rents and levels of assistance
- Maintains and utilizes data base system for records maintenance, support of check generation and statistical reporting
- Performs all functions needed to determine eligibility and benefit level of applicants and participants
- Determines that participants are in compliance with program regulations and takes appropriate actions when necessary to bring the participant into compliance or to terminate benefits
- Conducts annual and interim re-certifications of participant continuing eligibility and benefit level
- Represent HPC at informal hearings
- Attendance is an integral component of this position.
- Issues family participation vouchers
- Prepares documents for addendum preparation, renewals, and rent adjustments
- Provides housing referral assistance to clients, as needed
- Disseminates program information to prospective participants
- Identifies and confers with other staff regarding department functions, procedures and client status
- Provides status reports as needed. Performs other related duties as assigned
- Conducts thorough group briefings to assure that clients receive complete information regarding the program rules and benefits
- Perform related duties as assigned.
- **NOTE:** The primary job duties noted above are not exhaustive and other job duties may be added as necessary to serve Housing Pierce County and ensure successful business operations.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES:

- Considerable ability to work with people from disadvantaged situations
- The ability to work effectively and cooperatively with a wide range of people, including clients who appear to be under significant stress
- Ability to be tactful and non-judgmental
- Ability to initiate workloads, work independently and manage time effectively
- Ability to exercise judgement and make well-informed decisions
- Demonstrated ability to interpret complex rules and regulations
- Ability to perform routine mathematical functions with accuracy
- Advanced Computer Skills to include Word, Excel and PowerPoint
- Strong organizational skills
- Knowledge of automated systems
- Ability to respect privacy and confidentiality of client interview, information and files
- Ability to communicate orally and in writing
- Proven ability to understand and execute oral and written instructions and policies
- Excellent verbal and written communication skills, as well as negotiation, problem-solving, outcome measurement and analysis skills
- Must demonstrate high degree of integrity, ethics, and respect for others.
- Mission-driven experience with a focus on serving the public.



MINIMUM REQUIREMENTS:

- **EDUCATION:** Associate or Bachelor's Degree, with major course work in liberal arts, social services, business administration or related field.
- **EXPERIENCE:** At least two (2) years of practical experience with housing programs such as Section 8, public housing or tax credit programs.
- While these requirements are the traditional standards for developing the skills required for this classification, any combination of experience, training and education that demonstrate the ability to successfully perform the essential functions of the classification may be considered.
- **LICENSES AND OTHER REQUIREMENTS:** Provide authorization for a criminal record background check once a conditional offer of employment has been made.

WORKING CONDITIONS:

- **ENVIRONMENT:** Work is performed in an office and housing site environment. The incumbent will use standard office equipment including personal computers, telephones, copiers, and related equipment.
- **WORK SCHEDULE:** Keep office hours sufficient to serve the public and manage staff; some weekends and holidays if the need arises.
- **PHYSICAL ABILITIES:**
 - Sitting, standing, or walking for extended periods of time.
 - Dexterity of hands and fingers to operate a computer keyboard and calculator.
 - Ability to read and comprehend various data both on paper and computer screen.
 - Ability to effectively exchange information and make presentations.
 - Ability to conduct site visits.
 - Bending at the waist to retrieve materials.
 - Ability to lift, carry, and transport material up to 25 pounds
 - ADA reasonable accommodation requests will be granted full consideration.
- **HAZARDS:** Contact with dissatisfied, rude, or frustrated individuals

BENEFITS:

In addition to your base wage, HPC provides generous benefits which includes the following:

- Holidays – twelve (12) paid holidays immediately and two (2) additional floating holidays after completion of your introductory first year.
- Health insurance – 100% premium coverage for employee and entire family if Uniform Medical Plan (UMP) chosen; if another plan is chosen HPC still pays 100% of employee premium and the UMP premium equivalent for family and then employee pays the difference.
- Starting from the first day of employment personal time off includes vacation leave use and accrual at the rate of 3.07 hours per pay period increasing with longevity, as well as sick leave use and accrual at the rate of 4.0 hours per pay period.
- HPC provides, at its own expense for each full-time employee, group-term life insurance equal to the employee's annual base salary.
- Participation in Washington State Department of Retirement Systems (DRS).
- Should you elect to participate in the Washington State Deferred Compensation Program (DCP), after the completion of your introductory first year, HPC will match your contribution to a maximum of 6% of your annual base salary (not to include overtime or bonus payments).

Please note, HPC does not participate in Social Security, so no funds will be paid to that federal system by HPC or yourself.



EQUAL OPPORTUNITY:

Housing Pierce County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

APPLICATION REQUIREMENTS AND PROCESS:

- Submit both a one-page cover letter and resume.
 - Cover letter needs to address how your experience and education and/or training qualifies you to perform the essential functions listed in the job description.
 - Resume should detail all education and experience that qualifies you for this position.
- SUBMIT: Email cover letter and resume as attachments to HumanResources@pchawa.org with SUBJECT Line of "Apprentice Housing Specialist- Your Last Name, Your First Name"
 - OR mail to:
Human Resources
11515 Canyon Rd E,
Puyallup, Washington 98373
- Questions may be addressed to:
Ney Calhoun, Human Resources Manager
humanresources@pchawa.org
253-620-5420
- DUE DATE: Open until filled.