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JOB TITLE: **Apprentice Position - Housing Specialist**

REPORTS TO: **Director of Supported Housing Programs**

RATE OF PAY: **\$20 to \$24- DOE**

CLOSING DATE: **Open until filled**

NATURE OF WORK:

General:

This position is in the department of Assisted Housing of the Pierce County Housing Authority. The housing specialist apprentice will perform tasks as a portion of case management under the direction of the Housing Specialist/and or Housing Coordinator. The Housing Apprentice will perform various functions of reviewing applications, interviewing applicants, as required, and determining eligibility, certification and briefing, as required. Disseminates program information.

The individual must show proficiency in computer operations such as Microsoft Word, Microsoft Excel and Microsoft power point. To complete the apprenticeship position, a proficiency test will be administered by the Housing Authority.

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
Section 8 FSS calculations

The classes and exams will be provided over a two-year period. Completion of each individual exam will result in a salary increase in the amount of 3%.

Essential Functions:

Under administrative direction

- 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 PCHA at informal hearings
- **Attendance is an integral component of this position**

Additional Duties:

- 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
- Provides back-up as needed

MINIMUM REQUIREMENTS:

Any combination of the following education and/or experience which totals two years:

- Two years practical experience with housing programs such as Section 8, public housing or tax credit programs
- Any equivalent combination of related education, training and experience, as determined by the Authority, which would demonstrate to the Authority's satisfaction, the ability to perform the work.

KNOWLEDGE, ABILITIES AND SKILLS:

- 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 communicate orally and in writing
- Proven ability to understand and execute oral and written instructions and policies

- Ability to respect privacy and confidentiality of client interview, information and files
- Ability to perform routine mathematical functions with accuracy
- Advanced Computer Skills to include Word, Excel and Powerpoint
- Strong organizational skills
- Knowledge of automated systems

SPECIAL NOTE

Applicant must possess or be able to obtain a valid Washington State Driver's License and have a fully insurable driving record and reliable transportation.

Union membership is required within 31 days of employment.

Individuals employed in this position may have unsupervised access to children and/or developmentally disabled persons. The Housing Authority shall seek, and applicant must consent to, the disclosure of applicant's record of convictions for certain crimes.

Selection Procedure

This is a competitive selection process. Those applicants whose qualifications most closely correspond to the position requirements will be eligible for further consideration and testing. Short notice may be given to applicants to participate in further selection processes, usually by telephone.

Where to Apply

If interested in applying for this position, submit resume and supplemental employment application to tamameade@pchawa.org or mail to:

Director of Supported Housing Programs
Pierce County Housing Authority
603 Polk St So. Bldg A
Tacoma, WA 98444-2613

PCHA is an Equal Opportunity Employer and Equal Housing Opportunity Agency.