



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400 | www.PCHAWA.org

JOB DESCRIPTION: Apprentice Housing Specialist

TITLE:	Apprentice Housing Specialist
REPORTS TO:	Deputy Executive Director/ HCV Manager
SALARY RANGE:	\$21.00 - \$25.00/ hourly PCHA Benefits Package
SHIFT/SCHEDULE:	Hourly, Non-Exempt Union

The Pierce County Housing Authority (PCHA) is a public body created by Pierce County's Board of Supervisors (now County Council) in 1978 according to State statute (RCW35.82). The mission of the Pierce County Housing Authority is to provide safe, decent, affordable housing and economic opportunity free from discrimination. PCHA currently operates 121 Low-Income Public Housing units, 20 Units of USDA/RD Housing, administers approximately 3,003 Section 8/HCV program vouchers, and an Enterprise Portfolio comprising approximately 670 units. Additional grants are received periodically for the Renovation and Modernization of existing facilities and in support of our Family Self-Sufficiency Programs. Currently, the Pierce County Housing Authority employs approximately 40 individuals.

BASIC FUNCTION

The Apprentice Housing Specialist will perform case management tasks under the direction of the Housing Specialist/and or Housing Coordinator. The Housing Apprentice will perform various functions of reviewing applications, interviewing applicants, determining eligibility, certification, and disseminating program information.

The individual within this role 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 will 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

- 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
- 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
- Attendance is an integral component of this position
- **NOTE:** This job function describes primary duties only. It is not to be considered a detailed listing of all required tasks.

MINIMUM REQUIREMENTS

- **EDUCATION:** A minimum of a High School diploma or equivalent
- **EXPERIENCE:** At least two years practical experience with housing programs such as Section 8, public housing or tax credit programs or 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.
- **LICENSES AND OTHER REQUIREMENTS:** Valid Washington Driver's License with an insurable driving record. Consent to and pass criminal record background check in accordance with position requirements, including but not limited to HUD guidelines.

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

WORKING CONDITIONS

- Work is performed in an office 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; Monday through Thursday (10-hour shifts), or Monday through Friday (8-hour shifts), some weekends and holidays if the need arises,
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and calculator.
- Seeing to read various data both on paper and computer screen. Accommodations can be made as necessary for individuals with visual impairments.
- Bending at the waist to retrieve materials.
- May include lifting up to 50 lbs.
- **HAZARDS:** Contact with dissatisfied or abusive individuals

EQUAL OPPORTUNITY

Pierce County Housing Authority 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 announcement.
 - Resume should detail all education and experience that qualifies you for this position.
- **SUBMIT:** Email cover letter and email as attachments to HumanResources@pchawa.org with SUBJECT Line of "Apprentice Housing Specialist– Your Last Name, Your First Name"
 - OR mail to:
 - Human Resources
 - 603 South Polk Street, Bldg. C
 - Tacoma, WA 98444
- Questions may be addressed to:
 - Ney Calhoun, Human Resources Manager
 - humanresources@pchawa.org
 - 253-620-5420
- **DUE DATE:** Priority consideration for application materials (cover letter and resume) received on or before Friday, April 26, 2024, and then open until filled.