



Bloomington Housing Authority

1007 N Summit St (812) 339-3491
Bloomington, IN 47404 fax: (812) 339-7177

Job Description: HCV Occupancy Specialist I

Department: HCVP
Reports to: HCV Program Manager
FLSA Status: Non-Exempt

Position Overview:

This position would be filled by a new employee with little to no experience in HCV Program Rules and Regulations. This position requires a self-motivated individual who communicates well with people of all backgrounds and personalities. The person in this position must complete required training and pass the Occupancy Certification test. This position requires someone who is organized, cordial, versatile, and decisive. The person performing this position will work closely with both landlords and clients. This person must have the ability to work individually or in a group.

Essential Duties and Responsibilities:

- Coordinate and conduct client briefing sessions.
- Interview clients, and assess that they are housed in appropriate units.
- Notify and schedule clients for recertification (90-120 days prior to renewal date). Schedule any other necessary appointments.
- Perform HCV recertification and interim changes. This includes gathering the proper verifications, generating 50058s, rent letters, and HAP contracts.
- Process HCV move-ins as necessary. Perform certifications to move port outs.
- Monitor and approve/disapprove the family composition of all clients in HCV programs.
- Gather information for criminal history background check and give to proper personnel.
- Prepare, mail, and track any verifications needed for or from clients.
- Correspond as necessary with landlords, clients, agencies, or other housing authorities.
- Monitor and generate reports for all HCV programs including the HOME program, SRO program, the VASH program and any other program the Bloomington Housing Authority may administer.
- Coordinate with Financial department on any adjustments for rents.
- Determine and resolve income discrepancies and inform appropriate personnel.
- Maintain, monitor, update, and develop policies, procedures, and forms for HCV housing as needed.
- Determine and establish repayment agreements when necessary between clients and the BHA. Coordinate with Office Coordinator(s).

- Maintain, update, and/or generate any necessary reports for HCV housing, including demographics comprising the families on all HCV housing programs.
- Maintain records of all clients who are removed from any of the HCV programs. Move clients out of system and pull current and second files.
- Develop a working relationship with all appropriate agencies within the community.
- Assist applicants, residents, or agencies when necessary, including legal services and agencies that provide economic assistance.
- Prepare and present any information necessary for informal hearings.
- Respond to all written complaints or inform the appropriate personnel.
- Maintain appropriate filing system for HCV housing clients, landlords, and other pertinent HCV housing information.
- Answer or transfer (to the appropriate personnel) all telephone calls and maintain an appropriate log.
- Assist walk-in clients as necessary.
- Inform clients and/or landlords of program violations and review with the HCV Program Manager, or their designee.
- Prepare termination letters and mail, including a copy of the grievance procedure and violations.
- Assemble packets for HCV housing including briefings, landlords, certifications to move, and add/remove persons.
- Perform other reasonable duties as requested.

Physical Demands of Position:

Physical demands of this position may vary and are not held to the below analysis but are here for the employees general knowledge of the demands this position may require.

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|------------------------------------------------------|----------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Standing | <input type="checkbox"/> Walking | <input checked="" type="checkbox"/> Sitting |
| <input checked="" type="checkbox"/> Lifting | <input checked="" type="checkbox"/> Carrying | <input type="checkbox"/> Pushing |
| <input type="checkbox"/> Pulling | <input type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Balancing |
| <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Kneeling | <input type="checkbox"/> Crouching |
| <input type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Handling |
| <input checked="" type="checkbox"/> Speaking | <input checked="" type="checkbox"/> Hearing | <input checked="" type="checkbox"/> Seeing |
| <input checked="" type="checkbox"/> Depth Perception | <input type="checkbox"/> Color vision | |

Qualifications:

The requirements listed below are representative of the degree, knowledge, skill, and/or ability required.

- ✓ Must have high school diploma or GED.
- ✓ Must have computer experience, typing skills, and math skills.
- ✓ Must have previous experience working with the public.

- ✓ Previous housing experience preferred.
- ✓ Must possess an Indiana driver's license and have reliable transportation.
- ✓ Must have phone and be accessible.
- ✓ Must have no prior felony convictions.
- ✓ Must be bondable.
- ✓ Must pass a drug test prior to employment and during employment.

Benefits:

- 401(k) Retirement Plan
- Health Insurance
- Health Savings Account contribution
- Dental Insurance
- Vision Insurance
- Employee Assistance Program
- Life Insurance
- Paid Time Off
- Personal Time
- Paid Holidays

Salary Range: \$30,513.72-\$42,238 annually. (Pay commiserate with experience and skillset)

****How to Apply**:** Interested applicants should submit a **cover letter and resume** to Daniel Harmon, HCV Program Manager, at धारmon@blha.net. Applications submitted without a cover letter will not be reviewed or considered. No phone calls please.

About BHA: The Bloomington Housing Authority was established in 1961 while its first development of affordable housing units was completed in 1968. Currently, the BHA employs a staff of 29 employees and provides housing assistance to around 2,000 Monroe County households each year. The BHA operates three affordable housing communities (Crestmont, Reverend E.D. Butler and Walnut Woods) and provides more than 1,300 Housing Choice Vouchers, also known as Section 8, that allow income eligible families to rent in the private market. Along with housing assistance, the BHA maintains active service coordination programs including the Family Self-Sufficiency Program and Community of Empowerment Program. In July 2018, the BHA released its current Strategic Direction 2018-2030 Plan called "Bloomington Housing Forward" which outlined affordable housing portfolio preservation and improvements through the HUD RAD program among many other goals. More information about BHA can be found online at www.bhaindiana.net.

The Bloomington Housing Authority provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Updated 12/20/2024