

JOB POSTING

Voucher Program Case Manager

Erie Metropolitan Housing Authority (EMHA) seeks a qualified Voucher Program Case Manager to be responsible for performing interviews of applicants and assisting with issuance and certification of Housing Choice Vouchers. Responsibilities include: applicant file maintenance and follow-up, vacancy coverage, filing, clerical, and receptionist duties. Organizational skills, excellent communication skills with all contacts, computer proficiency, and typing speed (45 wpm). Ability to lift 45 lbs. High school graduate or equivalency required; post-secondary education is preferred. Must be able to pass job certification examinations. Experience required: One-year of prior experience in general office work; housing experience and additional education are preferred. Must possess valid Ohio vehicle operator's license and insurable under EMHA carrier. This is a bargaining unit position. Pre-employment physical and drug screening required. Submit resume with cover letter to ATTN: Executive Director; EMHA; 322 Warren Street; Sandusky, OH 44870 or by fax to (419) 621-4254. **Resumes will be accepted until 4:00 PM on Fri., March 6, 2020.** Visit www.eriemetrohousing.org for job posting/description. No phone calls. **EOE**

ERIE METROPOLITAN HOUSING AUTHORITY

SECTION 8 PROGRAM ASSISTANT

JOB DESCRIPTION

GENERAL SUMMARY:

Under the supervision of the Case Management Director, the Section 8 Assistant provides filing, clerical, and scheduling support to housing inspection unit. The incumbent is responsible for assistance with Section 8 Administration. This involves the issuing of Section 8 Housing Choice Vouchers.

EDUCATION: High school diploma or the equivalent required

EXPERIENCE: One year prior experience in general office work.

- SKILLS:**
- Ability to communicate/interact with EMHA resident applicants, the general public, and other EMHA employees.
 - Ability to type 45 wpm.
 - Ability to operate computer, and/or office equipment.
 - Ability to maintain confidentiality of all documents and material processed.
 - Ability to proofread materials for grammar and punctuation.
 - Ability to gather and extract data for reports and develop skills in making correct mathematical computations.
 - Ability to maintain files of activities on a timely and comprehensive manner.
 - Ability to understand EMHA rules, regulations and Section 8 operating procedures.
 - Ability to lift 45 pounds.
- OTHER:**
- Possession of a valid Ohio Drivers License and insurability under EMHA carrier.

The qualifications listed above are guidelines. Other combinations and experience that could provide the necessary knowledge, skills, and abilities to perform the job should be considered.

PRINCIPLE DUTIES:

1. Assist with briefing sessions if needed.
2. Be responsible for accurate completion of 50058.
 - a. Collect data for rent determinations and enter on the computer.
 - b. Schedule annual recertifications.
 - c. Determine continued eligibility, unit size, utility allowance, and security deposit.
3. Prepare Section 8 Contracts for review by Case Management Director.
 - a. Compute HAP payments and tenant payments.
 - b. Determine rent reasonableness of a unit.
4. Prepare program utilization reports.
5. Be thoroughly knowledgeable of the Voucher Program.
 - a. Attend training sessions.

- b. Notify applicant of unit inspection results.
 - c. Send other correspondence as needed.
- 6. Maintain tenant files and keep up-to-date records.
- 7. Send necessary correspondence to applicants and tenants
 - a. Notify applicant when units become available.
 - b. Notify applicant of unit inspection results.
 - c. Send other correspondence as needed.
- 8. Keep landlords informed by conducting meetings as necessary and notify when rent increases are allowed.
- 9. Review damage claim forms and determine statue of vacancy loss.
- 10. Prepare State Board Report for units assigned.

Section 8 Assistant

Executive Director

Date

Revised 06/12