

ERIE METROPOLITAN HOUSING AUTHORITY

An Equal Opportunity Employer

POSITION DESCRIPTION

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|-----------------------|---------------------|---------------------------|---|
| Class Title: | Case Manager | Position Title: | Housing Choice Voucher Intake Case Manager |
| LocDept./Div.: | HCV/Section 8 | Employment Status: | Full-Time |
| Reports To: | Operations Director | FLSA Status: | Non-exempt |
| Probation: | 120 days (New Hire) | Bargaining Unit: | Non-exempt |

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under the supervision of the Operations Director, the Housing Choice Voucher (HCV) Intake Case Manager is responsible for the accurate and timely screening, processing, and initial certification of HCV Program applicants. The Intake Case Manager is also the primary backup for reception/work order duties.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. Acceptable qualifications for this position are:

Completion of high school education or equivalency – some secondary education preferred. One (1) year of office experience; or equivalent. Experience with HUD programs is desirable.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Driver's License and insurability. Ability to attain housing program certification(s) for the Housing Choice Voucher (HCV) program.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Determine eligibility and conduct briefing sessions for program participants. Eligibility includes but it not limited to:
 - o Determination of voucher unit size.
 - o Criminal background review.
 - o Voucher expiration timeframes.
 - o Processing Request for Tenancy Approvals.
 - o Coordination with Housing Quality Standards Inspector and landlords.
2. Be responsible for accurate and appropriate completion of the HUD-50058 forms and supporting documentation.
 - o Collect third-party data for rent determinations and enter on the computer.
 - o Schedule and collect initial certifications.
 - o Determine continued eligibility, unit size, and ensuring appropriate utility allowance calculation.
3. Preparation and execution of the Housing Assistance Contract.
4. Be thoroughly knowledgeable of Erie Metropolitan Housing Authority's Administrative Plan for the HCV Program and able to execute the policies appropriately.
5. Maintain tenant files and keep up-to-date records.
6. Participation in ensuring at least "standard" performance under HUD's assessment system indicators for the Section Eight Management Assessment Program (SEMAP) rating.
7. Participate in ensuring compliance with applicable Federal, State, and local laws, regulation and EMHA policies and procedures related to civil and disability rights, fair labor standards, procurement, fair housing, and rental integrity programs.
8. Coverage for reception/work order area breaks, lunch, and absences.
9. Other duties as assigned or as required by HUD rules and guidance.

KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties.

Knowledge of: Standard office and housing practices, arithmetic principles, and office etiquette.

