



**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY ANNOUNCEMENT
PVA #08-18**

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.**

All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

Posted: 05/04/2018

Deadline: 05/18/2018

**Occupancy Specialist
HOUSING**

**Salary Range: \$ 28,672.99 Per Year
Status: Full-Time Regular Position**

GENERAL DEFINITION OF WORK:

Performs human support work conducting interviews to determine initial and continued eligibility, certifying and recertifying applicants, assisting clients, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the Occupancy Manager.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

TYPICAL TASKS: (Examples Only)

Interviews applicants for Public Housing, Housing Choice Vouchers, Single Room Occupancy, and Project Based housing; obtains information needed to determine eligibility; ensures all paperwork is completed and signed.

Manages and maintains applicant caseload; performs data entry and verifies applicant's income; reviews, analyzes, and clarifies data; calculates applicant income; makes referrals to other outside agencies such as employment verification, social services agencies, child support agencies and current/previous landlord verifications, childcare, etc.

Performs credit checks, sex offender checks, local and State criminal background checks; reviews and analyzes data received; clarifies necessary data with applicants; follows up to obtain data; provides applicant information to other agencies as needed for verification.

Schedules appointments and maintains calendars; answers phone and provides information about housing programs to the public by telephone and in person.

Maintains, manages, and updates applicant files.

Prepares and maintains a variety of activity reports.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the principles and practices of public housing and/or assisted housing; general knowledge of public housing and/or assisted housing eligibility rules, regulations, and requirements; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; ability to analyze facts and to exercise sound judgment in reaching conclusions; ability to type at a reasonable rate of speed; ability to perform mathematical computations with speed and accuracy; ability to communicate and present ideas clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships with landlords, associates, social services other outside agencies, clients, and the general public.

EDUCATION AND EXPERIENCE:

Associates/Technical degree with coursework in sociology, business administration, or related field and moderate experience with a public housing agency or a community based social services agency including caseload management, or equivalent combination of education and experience.

WORKING CONDITIONS:

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires walking, sitting and pushing or pulling and occasionally requires standing and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS:

Obtain Fair Housing certification within six months of hire.

Obtain Rent Calculation Specialist certification within one year of hire.

Valid driver's license in the Commonwealth of Virginia.