

SECTION 8 HOUSING COORDINATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position in the competitive class for which candidates are selected to serve a term of appointment for one year. An appointee who satisfactorily completes one year of permanent competitive class service as a Section 8 Housing Coordinator Trainee will be advanced to the position of Section 8 Housing Coordinator without further examination. The incumbent learns how to perform duties responsible for providing housing assistance to those eligible for housing subsidy programs (e.g. Section 8 Housing Choice Voucher Program). Work is performed and under general supervision of the Director of Planning, according to prescribed rules and procedures but with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Learns to Interview applicants, evaluate financial resources and make determinations concerning eligibility for assistance within program guidelines;

Learns to recertify financial eligibility for assistance programs;

Informs applicants of eligibility determinations;

Learns to prepares and present information at administrative fair hearings for applicants who were declined services;

Learns to acts as a liaison with State and local officials, landlords, and community groups to exchange information, encourage cooperation, and promote public awareness of available subsidized programs;

Learns information to Informs tenants of the benefits and responsibilities of the program;

Learns how to certify comparable rental units for rent reasonableness;

Maintains files and computerized records, including all necessary documentation related to the assessment, follow-up and financial assistance provided;

Learns to compile and prepare Section 8 housing reports, statistics and forms including tenant/landlord contract/lease agreements;

May identify problems presented by clients and acts as an information and referral resource.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working Knowledge of Federal, State and local rules and regulations governing eligibility for government-subsidized housing;

Good knowledge of modern methods used in keeping and checking financial records and reports;

Good knowledge of office terminology, procedures and equipment;

Good knowledge of business arithmetic and English;

Good knowledge of interviewing practices and techniques;

SECTION 8 HOUSING COORDINATOR TRAINEE-Cont'd.

Ability to work with people in a supportive, non-threatening manner;
Ability to obtain facts in a structured interview setting;
Ability to read and interpret guidelines and regulations including Public Housing Law and Codes;
Ability to work with and serve a diverse local community;
Ability to prepare as well as interpret, narrative and tabular reports;
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases;
Ability to analyze facts obtained and use them in making judgments regarding eligibility;
Ability to perform close, detail work involving considerable visual effort and concentration;
Ability to communicate effectively, both orally and in writing;
Good powers of observation;
Patience;
Tact;
Courtesy;
Good judgment.

MINIMUM QUALIFICATIONS:

- A) Completion of thirty (30) semester hours of study in a regionally accredited or New York State registered college or university; or
- B) Graduation from high school or possession of an equivalency diploma and one year of experience in examining, investigating or evaluating claims for assistance; or
- C) An equivalent combination of training and experience as defined within the limits of A) and B) above.