

CORPUS CHRISTI HOUSING AUTHORITY

NOTICE OF JOB VACANCY INTERNAL/EXTERNAL POSTING

Job Posting Number:	<u>19-42</u>	Job Title:	<u>HCVP Housing Specialist</u>
Grade:	<u>13</u>	Opening Date:	<u>August 17, 2019</u>
Bi-Weekly Salary:	<u> </u>	Per Hour:	<u>12.36</u>
		Closing Date:	<u>Open until filled</u>
Work Location:	<u>3701 Ayers St., Corpus Christi, TX. 78415</u>		
Number of Openings:	<u>1</u>	Type of Opening:	<u>Full Time</u>
		Driver's License Required:	<u>Yes</u>

Job Summary:

Under the direction of the Executive VP HCVP, the Housing Specialist will do full case management, to include conducting tenant interviews to process annual and interim recertification, obtain third party verification of income, assets, deductions and other factors affecting income, calculate tenant rent and housing assistance payments based on family income, audit files, process HAP contracts for relocates, mediate tenant-landlord disputes, set counseling sessions to address complaints, possible fraud, etc., identifying, documenting, and verifying possible fraud cases, submitting outgoing portability documents and assisting in special projects as needed. This position requires routine processing, technical knowledge of program rules and regulations, a high level of human relations skills and the flexibility to assist in different areas to meet workload demands.

Requirements:

1. Required - High School diploma or GED with one (1) year experience in a customer service environment.
2. Required - Must hold a valid Driver License and maintain a satisfactory driver's record.
3. Required - Ability to work hours other than 8-5 in variable weather conditions and overtime as required to meet Housing Authority goals and objectives.
4. Preferred - Experience in Public Housing Management and/or Section 8.
5. Preferred - Associates Degree in Business Administration.
6. Preferred - Ability to converse in Spanish.

This is an INTERNAL/EXTERNAL position vacancy announcement with consideration open to current employees and the public. (All CCHA employees must have at least six (6) months experience in their current position prior to applying for another Housing Authority position). **Section 3 participants are encouraged to apply.**

APPLICATION INSTRUCTIONS

Applications must be submitted in writing on the Housing Authority application form to the Housing Authority Central Office at 3701 Ayers St., Corpus Christi, Texas 78415 or they can be emailed to careers@hacc.org. Application forms are available at the central office and on the Authority website @ www.hacc.org. Please be sure that your application is filled out accurately and in detail. Your application must be complete when submitted and include all required signatures. The Corpus Christi Housing Authority reserves the right to disqualify any application that is incomplete. Previous applications will not be considered. Please include a resume with your application.

All job offers are contingent upon the applicant passing a drug test, physical exam, criminal history check and driver record check prior to employment with the Corpus Christi Housing Authority.

In accordance with the Americans and Disability Act, if special accommodations are required, please contact the CCHA Human Resources Department at 361-889-3310