Southwest Center for Independence

Housing Voucher Administrator

FULL TIME, NON-EXEMPT

Position description: The Housing Voucher Administrator (HVA) is the main point of contact for all housing related services for SWCI. This position is responsible for administering state and federal housing vouchers issued through the Colorado Department of Local Affairs. The HVA also provides independent living services to consumers though helping them with locating housing resources and advocacy activities. This position is responsible for supporting the development of new housing related services provided by the organization. This position reports directly to the Program Manager.

Major Responsibilities

Consumer services

- Provide consumers information and referral regarding low-income housing.
- Inform consumers about other independent living services through the Center.
- Help consumers complete the application for the housing voucher waitlist.
- Issue housing vouchers for eligible consumers as they become available.
- Locate consumers and conduct enrollment meetings.
- Complete necessary eligibility determination, other paperwork, and program briefing to explain the rights and responsibilities while participating in the Housing Choice Voucher Program.
- Coordinate complex timelines for leasing, inspections and annual certification.
- Complete financial calculations to verify income and determine rent allocations.
- Assist with completing paperwork or applications if needed due to disability.
- Advocate to resolve landlord/tenant issues.
- Assist consumers in understanding their rights/responsibilities as a tenant.

Operations

- Maintain the integrity of the housing voucher waitlist, a contact list, and the integrity of client files in accordance with state and federal requirements.
- Input consumer information into Cilsfirst such as information & referral or opening, tracking and closing specific goals for housing.
- Perform housing inspections per state guidelines.
- Input consumer information into state data systems per guidelines.
- Inform and support other departments with housing resources and services as needed.
- Support the Program Manager with the development and coordination of home modification services or other new services for the Housing Program.
- Supervise housing personnel as deemed appropriate.

Community Involvement

- Attend local meetings and educational forums that are relevant to housing issues for the disabled population in our five-county area of service.
- Develop and maintain relationships with landlords and property managers.
- Work with other community based organizations to develop relationships that will benefit consumers

Qualifications

- Must be available to work in the office or field forty hours per week
- Ability to interpret rules and regulations and apply them in a practical manner
- Interpersonal communication skills
- Knowledge of available housing resources and public assistance programs
- Effective oral and written communication
- Evidence of the practice of a high level of confidentiality
- Excellent organizational skills
- Ability to work independently, as well as collaboratively, in a positive team environment
- Computer skills (Microsoft Office and Google products)
- Valid driver's license and clean driving record
- Access to reliable transportation to carry out assigned duties

This job description in no way states or implies that these are the only duties to be performed in this position. You will be required to follow any other instructions and to perform any other duties requested by a supervisor.

Print name:

Date:

Signature: