

TIOGA & BRADFORD COUNTIES HOUSING AUTHORITY

Section 8 Caseworker

Job Description (4/2018)

MINIMUM REQUIREMENTS:

Three years of experience in supervising or performing tasks associated with the management of multi-family residential subsidized or affordable housing communities, property owned, or programs administered by a public housing authority or comparable (low-income) property management agency; **OR** one year as an Assistant Property Manager or Assistant Section 8 Coordinator; **OR** two years as a Management Aide. Must be a resident of Pennsylvania. Must be proficient with computers including Microsoft Office. Ability to maintain good rapport with the public and coworkers. Must pass a pre-employment criminal history background check and drug screen.

PURPOSE

This position is responsible for determining eligibility of applicants and current participants in the Section 8 program. This position may be required to mediate disputes between tenants and landlords.

WORK LOCATION:

Tioga County Section 8 Caseworker is based in Elkland, Pennsylvania. Some travel required.

Bradford County Section 8 Caseworker is based in Sayre, Pennsylvania. Some travel required.

SUPERVISION RECEIVED AND EXERCISED:

Directly supervised by the Section 8 Program Manager. Does not supervise others.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to the following;

- Primary responsibility is to carry out casework related to admission and occupancy of Housing Choice Voucher Program, which includes scheduling and interviewing new applicants to determine eligibility for rental assistance, conducting income verifications, preparation of lease and HAP contract; Re-evaluation of existing tenants annually to determine rent changes, preparation of new leases;
- Calculation of tenant rent payments and utility allowances;
- General office duties, including answering phone and greeting public, filing, data entry, typing various correspondence, assembling tenant packets, etc.;

- Assist the public in completing online applications as requested;
- Resolve tenant problems and issues as they arise. Depending on seriousness of the problem this process will often include consultation with Program Manager regarding policy, lease, legal or confidentiality issues;
- Negotiate rent with landlords;
- Request Section 8 inspections and provide support and coordination with inspector to carry out annual or other inspections required by policy;
- Provide support to other Authority offices, or to Public Housing program as requested;
- Learn and follow all Housing Authority policies and procedures, especially Section 8 Administrative Plan, and Federal and State laws, which includes maintaining confidentiality of all tenant record;
- Maintain courteous, respectful and workmanlike relationships at all times with applicants, tenants, coworkers and the general public.