



Job Posting – February 18, 2025

POSITION: HOUSING SPECIALIST

REPORTS TO: DIRECTOR OF HOUSING

CLASSIFICATION: NON-EXEMPT FULL TIME

BASIC FUNCTION:

The position duties include a wide range of activities related to determining and documenting participant eligibility, income, rent and contractual relationships with owners in support of the Housing Choice Voucher (HCV) operations using written administrative policies and procedures. The position requires full accountability for assigned cases including accurate and complete files, resolution of customer service cases, and responsiveness to participant and landlord inquiries.

DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required.

- Manage an assigned caseload of HCV participants
- Conduct annual recertifications within required time frames
- Complete interim recertifications as required
- Process and monitor participant move-ins to a new dwelling
- Determine housing assistance payment and tenant rent calculation
- Process rent increases as requested and approved
- Propose and process terminations as supported by the administrative plan
- Educate participants on program requirements and family obligations
- Resolve concerns between owners, tenants, and the Public Housing Authority (PHA)
- Process all transactions within Housing Pro/Happy software
- Maintain accurate and complete applicant/participant files
- Provide excellent customer service to participants, landlords, co-workers, clients and vendors
- Conduct all job functions in alignment with the PHA's Administrative Plan, HUD regulations and other state and local requirements
- Ensure regular attendance and punctuality
- Perform other duties as assigned

DESIRED QUALIFICATIONS:

Education equivalent to a four-year degree from a regionally accredited institution in Public Administration, Social Science, or a closely related field; a minimum of two years of progressively responsible work experience for a public agency, or related work in the social service or community service field preferred. Alternatively, a two-year degree or high school diploma with four years of experience will satisfy the qualifications.

Must have the ability to interpret and apply regulations pertaining to the program. Must be able to communicate effectively both orally and in writing and have excellent interpersonal skills and possess strong computer and organizational skills.

SALARY: \$29,000 to \$40,000 annually, depending on experience. Benefits include retirement plan, health insurance, and other benefits.

SPECIAL CONDITION OF EMPLOYMENT:

Salaries of the Deep East Texas Council of Governments are funded by various state and federal grants; therefore, employment is conditioned on the availability of such funds.

APPLICATION PROCEDURE:

Submit completed application and resume to the DETCOG Human Resource Director by one of the following methods:

- Email to: lsargent@detcog.gov
- Mail to DETCOG Attn: Personnel, 1405 Kurth Drive, Lufkin TX 75904

Application can be found online at www.detcog.gov under the "Notices & Resources:" tab.

APPLICATION DEADLINE:

Interested and qualified persons are encouraged to apply without delay. This position is open until filled.

DETCOG IS AN EQUAL OPPORTUNITY EMPLOYER