

Housing Opportunities Commission of Montgomery County

Announcement Number: PD18-16
Position Title: Housing Specialist I
Division/Department: Housing Resources
Location of Job: Silver Spring Customer Service Center

Description:

Determine eligibility and continued participation for HOC Housing Choice Voucher and Public Housing applicants and families. Duties include interviewing clients, certifying, recertifying annuals and interims, processing rent increases requests, negotiating rent amounts with landlords. Completing data entry, advising participants and landlords of program rules and regulations. Provide customer service to internal and external customers. Market the Housing Choice Voucher Program. Monitor clients for program compliance. Submit referrals as needed. Incumbent must have transportation as this position may work from various office locations. Must have own transportation as position may conduct home visits and work from various office locations.

Minimum Qualifications:

- Requires a Bachelor's degree in Social Work, Business Administration or Related Field
- Strong communication skills and good customer service are required
- Knowledge of, or the ability to acquire knowledge of, subsidized housing program guidelines and federal, state and local landlord-tenant laws is necessary
- Must obtain program certification within six (6) months of hire
- Experience in the Housing Choice Voucher, Tax Credit or other subsidized program is a plus
- Must have great verbal and written communication skills
- Must be proficient with Microsoft Office
- Bi-Lingual in Spanish preferred

An equivalent combination of education and experience may be accepted. Low income residents in Montgomery County with the above qualifications are encouraged to apply.

HOC conducts criminal background checks, employment reference checks, and where applicable, reviews driving records in determining suitability for employment. Selected applicants will be required to submit to pre-employment drug and alcohol screening. Employment is contingent upon drug and alcohol test results.

Eligible Applicants: Unlimited
Minimum Starting Salary: \$41,845
Position Number and Grade: HR53, Grade 17
Driver's License: Required
Financial Disclosure: May Be Required
Posting Date: April 6, 2018
Closing Date: Open Until Filled

To apply, please submit a cover letter and resume or application to the Human Resources Office. Please reference the Position Title and Position Number on your resume and/or cover letter when applying for this position.

PLEASE NOTE: HOC Career and Term employees must submit employment applications within 5 business days of Posting Date in order to receive first consideration.

HOC is an Equal Opportunity Employer.