

ASHEVILLE HOUSING AUTHORITY JOB DESCRIPTION

JOB TITLE: HOUSING SEARCH SPECIALIST HOUSING CHOICE VOUCHER PROGRAM

The Asheville Housing Authority seeks a Housing Search Specialist. The Housing Search Specialist complements the Housing Choice Voucher Program (HCV) program staff by cultivating relationships with landlords and property management companies to identify and procure safe, decent, affordable housing for our HCV clients. This position is critically important to the success of our clients and requires a high degree of creativity, public relations skills, organization, and administration. The Housing Search Specialist reports to the Director of Assisted Housing. This position is non-exempt under FLSA.

Applications may be picked up from the Housing Authority Central Office, or downloaded off the Housing Authority website at www.haca.org. **Deadline to respond is end of business Wednesday, January 19th, 2022.** The Housing Authority is an equal opportunity employer.

SPECIFIC DUTIES AND RESPONSIBILITIES

Secure housing placements for all Housing Choice Voucher clients by:

- Building positive relationships with landlords and property management companies in the community that result in housing options for our clients
- Maintaining thorough database of affordable housing options in Buncombe County
- Working with eligibility specialists and clients to determine housing needs
- Making appropriate and successful matches between clients' housing needs and available housing units

Work within Asheville Housing Authority's housing guidelines by:

- Prescreen for HQS inspections
- Accurately calculating rental amounts, utility allowances, and rent reasonableness
- Ensuring compliance with all HUD requirements and local housing authority guidelines.

Reporting: track all prospective landlord contact and housing placements as requested by supervisor

Perform other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

Excellent communication skills:

- Ability to compellingly represent the Asheville Housing Authority across Buncombe County
- Ability to effectively communicate what the Housing Choice Voucher Program is and how it works to prospective landlords

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- Ability to positively communicate with eligibility specialists and clients about housing needs and opportunities
- Excellent administrative ability, including organizational skills, attention to detail, and strong computer skills

High degree of professionalism; ability to be self-directed, autonomous and take initiative

Strong creative and critical thinking skills; excellent public speaking and presentation skills

ADDITIONAL JOB FUNCTIONS

Performs other related work as assigned by supervisory personnel. The above duties are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

REQUIREMENTS

Graduation from a high school or equivalent. Bachelor's degree preferred. Previous affordable housing or human services experience a plus.