



POSITION DESCRIPTION

Position: Housing Specialist I

Status: Non-Exempt

Immediate Supervisor: Property and Program Director

Working Conditions: Full-time, 52 weeks per year, in-office position

Position Summary

The Housing Specialist I is responsible for administering key rental assistance programs, including the Housing Choice Voucher (HCV) Program, the Bridges Program, and the Housing Trust Fund Re-Entry Rental Assistance Program.

This position requires a solid understanding of federal and state rental assistance programs, housing authority policies, and operational procedures. The Housing Specialist I must demonstrate professionalism, ethical conduct, confidentiality, and the ability to work effectively with both staff and the public.

Major Areas of Responsibility

- Manage all aspects of program delivery including intake, eligibility determinations, voucher issuance, rent reasonableness evaluations, interim and annual reexaminations, Request for Tenancy Approvals (RFTA), preparation of HAP contracts, and other technical program functions.
- Conduct participant briefings to explain program guidelines and responsibilities.
- Monitor leasing levels and assist with lease-up tracking.
- Support the development and implementation of policies and procedures for rental assistance programs.
- Assist with the review and processing of Housing Assistance Payments (HAP) and Utility Reimbursements.
- Prepare monthly program funding requisitions.
- Maintain and update the Nan McKay inspection manual.
- Conduct quality control file reviews as assigned.
- Maintain effective, professional working relationships with participants, property owners, service providers, and community partners.

- Identify potential fraud or program abuse by applicants, participants, or landlords; investigate and recommend appropriate action.
 - Assist management with renewal or new funding applications and associated reporting.
 - Ensure program compliance with HUD regulations, including the Code of Federal Regulations, PIH Notices, and state guidance.
 - Attend training, webinars, and meetings to remain current on policy and procedural updates.
 - Collaborate with agency staff to support the mission, goals, and strategic initiatives of the organization.
 - Represent the agency at community meetings as needed.
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Qualifications

Education:

Bachelor's degree preferred. A combination of 2–5 years of directly related experience may be considered in lieu of a degree.

Experience:

Experience with affordable housing programs, including the federal HCV Program, property management, Minnesota Landlord/Tenant Law, and subsidized housing. Prior experience at a public housing authority is preferred.

Licenses/Certifications:

Valid Minnesota driver's license and access to a vehicle with proper insurance coverage for business use.

Knowledge, Skills, and Abilities

- Strong verbal and written communication skills, with the ability to interact effectively with individuals and groups.
 - Ability to work independently, assess situations, and make sound decisions with minimal supervision.
 - Strong organizational and administrative capabilities.
 - Proficiency in negotiation, interviewing, and conflict resolution.
 - Ability to collect, analyze, and verify data and perform basic mathematical calculations.
 - Working knowledge of laws and regulations affecting housing program clients.
 - Proficiency in Microsoft Office (Word, Excel) and the ability to learn housing-specific software.
 - Strong interpersonal skills and the ability to work collaboratively with all staff.
 - Demonstrates high energy, ethical behavior, integrity, reliability, and respect for confidentiality.
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Physical Requirements

The physical demands described below are representative of those required to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities. However, accommodations that would cause undue hardship to the employer may not be feasible.

The employee must be able to talk, hear, see, and move sufficiently to operate office equipment, drive a vehicle, and access buildings with stairs and elevators. Frequent activities include bending, stooping, reaching above shoulder level, pushing, and pulling. Occasional activities include squatting, crawling, climbing, kneeling, and lifting up to 20 pounds. Visual acuity is required for reading, data analysis, and computer work.

Acknowledgement

I acknowledge receipt of this job description and understand the duties and expectations associated with the position. My supervisor has provided clarification for any questions I had.

I understand that:

1. My employment is at-will and may be terminated at any time by either myself or the employer.
2. Any changes to this at-will status must be in writing and signed by the Executive Director.
3. I may be assigned other duties as necessary to support the operations of ICHRA. The omission of specific duties does not exclude them if they are similar, related, or a reasonable assignment to the position.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

Itasca County HRA is an Equal Opportunity, Affirmative Action Employer.