



Position Description

Job Title

SECTION 8 COORDINATOR

February 2017

FSLA Status – Non-Exempt

Summary

Atlantis Community, Inc., has been the Center for Independent Living in the Denver Metropolitan area for over 40 years. We support the right of people with disabilities to take control over their own lives with full and informed consent by providing advocacy, education, transition services, information and referral, and peer support.

This position is responsible for implementing the complete admissions and leasing cycle under the Colorado Division of Housing's Section 8 Voucher program and reports to the Housing Manager. Performs a variety of tasks related to the Section 8 leasing cycle. The employee may perform some or all of the specific duties listed below.

Essential Duties and Responsibilities

- Determines whether an applicant meets eligibility, determines whether an applicant meets eligibility requirements. Reviews applications and determines bedroom size needed.
- Performs general data entry to maintain waiting list current for prospective residents.
- Maintains all client records on computer and in case folder and compiles, posts and maintains data for computer program entry and updates information for housing.
- Submits a request and/or makes phone calls to verify applicant employment and income, checks for criminal history and transmits information on applicants with a criminal history to appropriate personnel.
- Determines final eligibility of applicants selected as residents. Provides pre-occupancy orientation for new residents; explains lease and briefs them on Colorado Division of Housing's policies and procedures and provides information to clients about available housing options and how to choose quality housing.
- Conducts annual and interim reviews of resident's family income and household composition to determine continued eligibility and benefit level. Schedules re-exam appointment, collects documentation, makes revisions, calculates rent adjustments, notifies residents and landlords in writing of changes
- Reviews the owner's lease to ensure that the lease and Housing Assistance Payment contract match on lease term and amounts. Request inspections of dwelling units, prepares inspection form, and completes inspection on a bi-annual basis
- Answers resident and landlord inquiries and provides information on the status of rent, and mediates problems between tenants and owners. Establishes and maintains excellent working relationships with program clients and owners.
- Greets general public and assists them by checking routine records and files for requested information. Answers telephone requests concerning Section 8 program, the waiting list,

and requests for general information. Responsible for communicating with the general public, other agencies, and organizations and prospective residents on eligibility requirements for Admissions and Continued Occupancy.

- Performs other duties as assigned by supervisor.

Qualifications

Knowledge, Skill, and Ability

- Ability to communicate and relate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships with other employees and residents.
- Ability to problem solve with creative and individualized approaches
- Knowledge of community resources
- Ability to write reports, complete forms, compose letters and effectively communicate both verbally and in writing.
- Ability to take initiative and work with minimal supervision
- Knowledge of general office practices and procedures, business English and basic arithmetic
- Knowledge of and experience with basic computer skills
- Excellent organizational skills and time management
- Ability to prioritize and plan effectively
- Valid Colorado driver's license

Education and/or Experience Required

- Associates degree in Business Administration of Social Science and one year of experience providing social services to recipients, or at least five years of experience in Section 8 administration.
- Experience with maintaining confidential records
- Familiarity of Section 8 Program
- Personal experience with the disability community preferred.
- Preferred knowledge of standard bookkeeping principles, practices, and techniques
- Preferred knowledge of HUD and Authority policies, procedures and practices pertaining to the Section 8 Programs
- Bi-lingual preferred

Physical Demands

- Must be able to travel
- Must be able to sit for 30-60 minutes at a time
- Must be able to sit in front of a computer screen and enter in data for one or more hours at a time
- Must be able to practice self-care techniques at work to avoid occupational burnout



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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications, working environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Important Notes

- This position is a full-time, fully benefited position
- Hours are Monday through Thursday, 8:30AM - 5PM and Friday, 8:30AM – 4PM
- Bilingual English/Spanish is strongly preferred
- Must be able to travel
- Case Management experience helpful

Compensation/Benefits

Benefits include medical, dental, vision, and paid time off

To Apply

Submit a resume and cover letter to hr@atlantiscommunity.org by Friday, 12/4/2017. People with disabilities are encouraged to apply. Please include the position title in the subject line.



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