

## TOOELE COUNTY HOUSING AUTHORITY

### SECTION 8 CASE MANAGER

#### *GENERAL PURPOSE*

*Performs a variety of administrative and technical clerical duties as needed to ensure efficient development, implementation and operation of the Section 8 Rental Assistance Program. Collects and records data and sends to collection agency for the purpose of processing collection accounts. Answers telephones and supplies information to questions or refers callers to appropriate person as applicable, takes applications and determines eligibility of applicant for rental assistance programs, explains programs and procedures clearly and patiently. Manages the Section 8 Housing Choice Voucher Program waiting list. Must have a working knowledge of the total Section 8 Certificate, Vouchers. Process as set forth by the U.S. Department of Housing and Urban Development in order to answer questions or direct clients to any available Housing Rental Assistance resource.*

#### *SUPERVISION RECEIVED*

*Works under the general supervision of the Office Manager and Executive Director.*

#### *EXAMPLE OF DUTIES*

*Acts as receptionist; answers telephones; greets visitors; routes callers; responds to questions pertaining to housing help or problems. Gives prospective tenants applications and receives them, dates and time stamps them, logs them onto waiting list according to time and date. Updates waiting list and sends letters for orientations and recertification process. Coordinates appointments with landlords and tenants for various paperwork needed for program implementation.*

*Interview clients to determine eligibility through mathematical calculation and regulations; brief client about program; certify and complete required form preparation; brief tenant as to Housing Quality Standards and inspect housing unit to ensure compliance with rules and regulations; coordinate any required repairs with landlord; completes leasing up contracts, leases and other required forms; obtain required signatures from tenants and landlords and establish and maintain files as per H.U.D. requirements. Make interim rent adjustments as necessary and recertify clients every year to ensure eligibility requirements are being met.*

*Process the 50058 forms each month to H.U.D through their PIC System. Ensure accuracy in reporting information. Complete various program reports as requested by Director. Prepares landlord checks each month. Maintains full program participation to comply with Annual*

*Contributions Contract funding. Maintains records and prepares landlord 1099 forms each fiscal year and forward to landlords and the IRS.*

*Maintain controls and information systems for effective program monitoring. Assists in organizing and conducting informal hearings or special meetings. Acts as a liaison between tenants and landlords. Helps administer the Family Self Sufficiency Program by educating existing tenants about its benefits. Attends meetings and trainings as requested by Director and performs other tasks as assigned.*

*Maintains collection information on clients who owe the Housing Authority money. Files necessary paperwork with collection agency or courts.*

*Responsible for all assigned housing unit inspections to ensure H.U.D. standards are being met. Must develop and maintain a positive working relationship with owners and tenants. An inspection must be conducted upon move-in or move-out, at least on an annual basis if leasing in place.*

*Responsible for compliance with all Section 8 program regulations, handles the total program and implements changes as Federal Register mandates. Responsible for H.A. Contract compliance with landlords. Processes Housing Assistance Payments on a monthly basis to all participating landlords, keeps accurate records and files all carbons accordingly. Updates computer program as necessary to ensure check amounts are correct.*

*Oversee FSS and S+Care programs.*

#### *MINIMUM QUALIFICATIONS:*

##### *Education and Experience:*

*Graduation from high school with course work in typing and general office practices; two years of post-secondary education with record keeping class work; AND five (5) years of office experience in a responsible administrative capacity in private or public employment involving responsibility for record keeping, organization, and varied work programs; at least two years of which must be in accounting or bookkeeping; OR an equivalent combination of education and experience.*

##### *Required Knowledge, Skills, and Abilities:*

*Thorough knowledge of Section 8 existing, and Public Housing Regulations and Policies, and landlord/tenant laws. A thorough knowledge of the principles of accounting, and mathematical skills. Skill in typing and operating a variety of office machines and equipment. Ability to deal with the general public in a cordial manner. Coordinate and assist in carrying out*

*a variety of administrative services. Ability to establish and maintain cooperative relationships with employees, the general public and other agencies. Ability to interpret and apply regulations, originate and type correspondence. Ability to initiate work projects and work independently.*

*Skill in typing at 45 wpm; skill in taking dictation and transcription; skill in operating a variety of office equipment. Knowledge of operating a word processor and a computer.*

*Special Requirements: Must possess a valid Utah Drivers License.*

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**Tooele County  
Housing Authority**

**Job Title:** Section 8 Case Manager  
**Starting Range:** \$18-\$20 per hour DOQ plus attractive benefit package  
**Status:** Full-time position  
**Closing Date:** open until filled

**POSITION DUTIES:** *Thorough knowledge of Section 8 existing, regulations and Policies, and landlord/tenant laws. Program delivery of rental assistance to qualified program participants. A thorough knowledge of the principles of accounting, and mathematical skills. Maintain controls and information systems for effective program monitoring. Assists in organizing and conducting informal hearings or special meetings. Acts as a liaison between tenants and landlords and compliance with program rules.*

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**For more information please call (435)882-7875 ext. 122  
To obtain an application please visit [www.co.tooele.ut.us/housing.htm](http://www.co.tooele.ut.us/housing.htm)**

**Applications must be submitted to:**

**66 West Vine Street**

**Tooele, UT 84074**

EEO Employer