

ALLEGHENY COUNTY HOUSING AUTHORITY
301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136

Authority Position Available: HOUSING COORDINATOR

Date Posted: March 18, 2021

Purpose

This full time, 35 hour/week administrative position is responsible for ensuring the compliance of the Housing Choice Voucher Program participants and landlords with all relevant federal and Authority rules and regulations.

Essential Job Functions

1. Maintains multiple case files of program participants.
2. Verifies eligibility of participants and landlords.
3. Briefs participants on Section 8 rental assistance according to the Authority's Agency Plan, federal rules and regulations, and sound counseling principles.
4. Communicates with landlords, agents, and real estate office personnel.
5. Accurately calculates tenant payments and housing assistance payments in accordance with HUD regulations.
6. Keeps thorough, accurate records of documents to assist in the development of statistical data and reports.
7. Works closely with inspection staff with regard to inspection of units and rent reasonableness
8. Executes contracts and leases between ACHA and tenants
9. Works with and understands the Elite system, making all adjustments in the system when necessary.
10. May be assigned other duties, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.
11. Communicates professionally, both verbally and in writing, with participants and staff.
12. Must report to work at the scheduled time and is seldom absent from work; must complete work in a timely, accurate and thorough manner.

Required Knowledge and Abilities:

- Knowledge of general operations and procedures of a public housing agency (PHA).
- Must be highly organized and have the ability to manage caseload utilizing proprietary software used by ACHA.
- Knowledge of the local, state and federal laws governing public and other subsidized housing programs, including health and fire regulations, landlord/tenant regulations, leasing of property and eviction.
- Knowledge of real estate industry and local housing issues
- Knowledge of counseling principles and procedures.
- Must possess and maintain a current and valid Pennsylvania Driver's License
- Ability to communicate with people from a broad range of social and economic backgrounds
- Familiarity with dispute resolution concepts.

Required Education/ Experience

High school diploma or equivalent required, college degree preferred. Minimum two (2) years' experience in counseling, preferably in the fields of housing management, Section 8 housing, or real estate, or equivalent combination of education, training and experience. Must be computer literate and proficient in the use of Adobe and MS software (Windows; Outlook; Word; Excel; Access).

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.

Frank Aggazio

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,
ATTN: HR, 301 CHARTIERS AVENUE, MCKEES ROCKS, PA 15136 OR EMAILED TO: jhoover@achsng.com
AN EQUAL OPPORTUNITY EMPLOYER