

Vacancy Announcement

Section 8 Specialist Assistant

Red Wing HRA

August 12, 2021

POSITION OPENING: Section 8 Specialist Assistant

Hours per week: 40 hours per week

Salary: Grade 5: \$17.24 to \$21.55

Benefits: Employee will be eligible for all HRA benefits as a full-time employee

Department: Assisted Housing

Accountable To: Program Management Coordinator

All applicants must submit an HRA employment application and resume by: 3:00 pm on Monday, August 23, 2021

POSITION SUMMARY: The Section 8 Specialist Assistant, under the supervision of the Program Management Coordinator, provides for the efficient operation of the agency's voucher programs.

ESSENTIAL DUTIES INCLUDE: See Job Description. The Job Description is part of this Vacancy Announcement.

QUALIFICATIONS: Requires Housing Choice Voucher Rent Certification and HQS Inspection Certification within one to two years of position start; high school graduate or GED; Assisted Housing or related HRA experience preferred. Must be able to communicate effectively both orally and in writing. Must be a licensed driver and have a vehicle to carry out assignments.

KNOWLEDGE, SKILLS and BACKGROUND CHECK:

- Demonstrates ability to establish priorities and meet program guidelines and timelines
- Demonstrate ability to work independently
- Good oral and written communications skills
- Knowledge of Federal, State, & local programs and regulations governing the Section 8 Program
- Knowledge of laws governing eviction and landlord/tenant law
- Strong background in computer operations in a variety of programs
- Demonstrates ability to work effectively with program participants, staff, other agencies and the public

LICENSING REQUIREMENTS: Must have a valid Driver's License and vehicle.

For an application and a complete job description contact the Red Wing HRA office at 651-388-7571 or visit the Red Wing HRA website at www.redwinghra.org.

Submit completed application to:

Red Wing HRA
Attention: Jennifer Cook, Program Management Coordinator
428 West Fifth Street
Red Wing, MN 55066

Electronic applications can be sent to jennifer.cook@ci.red-wing.mn.us.

The Red Wing HRA is an equal opportunity/affirmative action employer
Section 3 applies

Red Wing Housing & Redevelopment Authority
Professional Employment – Position Description

Title:	Section 8 Specialist Assistant	Date:	August 12, 2021
Type:		Grade:	Level 5-6
Dept:	Assisted Housing	Salary Range:	\$17.24-\$21.55

Purpose: The Section 8 Specialist Assistant, under the supervision of the Program Management Coordinator, provides for the efficient operation of the Agency's voucher programs.

DUTIES, RESPONSIBILITIES, ESSENTIAL FUNCTIONS:

Duties & Responsibilities

- Provide information and refer individuals making inquiries regarding HRA programs.
- Attend various staff meetings and other required meetings
- Monitor the efficient and successful operation of the Agency's Section 8 program, Bridges Program, Hill Street Triplex, MURL Program and Haven of Hope
- Coordinate program utilization, conduct client interviews, briefings, intake functions and lease-up process
- Determine eligibility for Assisted Housing program applicants, issue Vouchers, track Reasonable Accommodation requests
- Coordinate tenant portability under Section 8
- Process Housing Assistance payments in accordance with funding source and HRA policies and procedures
- Schedule and meet with clients for annual re-certifications and interims.
- Create packet of verification and signature forms then process verifications.
- Establish preliminary eligibility for program participants.
- Responsible to comprehend, interpret and implement HUD rules and regulations and ensuring compliance with Federal, State and local policies
- Submit grant renewals and progress reports for various programs.
- Maintain required databases for various voucher programs.
- Assist with annual Utility Allowance Survey, periodic Payment Standard review and Rent Reasonableness Survey
- Responsible to mediate landlord/tenant disputes and inform landlords of program changes
- Work with current and new landlords to inform about the aspects of the various vouchers programs.
- Assist with all aspects of HRA Self Sufficiency Programs
- Assure compliance with HUD Quality Control Inspection requirements for all Assisted Housing programs, 50058 and PIC reporting
- Assist with managing of Hill Street Triplex, data entry from start to finish
- Process rent calculations and enter data into software..
- Maintain tenant and applicant files according to file retention
- Follow-up on violations and program terminations as needed.
- Monitor compliance for both applicants and participants.
- Check and track Earned Income Disregard (EID).
- Work with vendors for new services, as needed.
- Schedule interviews for top of wait list
- Monitor late payments
- Track compliance for income targeting.
- Assist with fraud investigation.
- Maintain contacts with human services agencies.

Red Wing Housing & Redevelopment Authority
Professional Employment – Position Description

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|--|
| <ul style="list-style-type: none">• Responsible for performing annual inspections on all properties (A.H. staff & maintenance).• Assist in policy development for Section 8, Bridges, MURL and Hill Street programs• Assure compliance with HUD reporting requirements on forms HUD 50058.• Provide backup to front desk relating to answering phones, time off, breaks, walk-in traffic and processing mail. |
| <ul style="list-style-type: none">• Effectively represent the HRA in written and verbal communications with various Federal, State and local agencies• Perform other duties as assigned. |

QUALIFICATIONS:

Requires Housing Choice Voucher Rent Certification and HQS Inspection Certification within one to two years of position start; high school graduate or GED; Assisted Housing or related HRA experience preferred. Must be able to communicate effectively both orally and in writing. Must be a licensed driver and have a vehicle to carry out assignments.

KNOWLEDGE, SKILLS, EXPECTATIONS:

- Demonstrates ability to establish priorities and meet program guidelines and timelines
- Demonstrate ability to work independently
- Good oral and written communications skills
- Knowledge of Federal, State, & local programs and regulations governing the Section 8 Program
- Knowledge of laws governing eviction and landlord/tenant law
- Strong background in computer operations in a variety of programs
- Demonstrates ability to work effectively with program participants, staff, other agencies and the public

My signature below indicates that I have reviewed this job description and have received a copy of it. Position description will be reviewed annually as part of annual performance review and goal evaluation.

Employee Signature

Date

RED WING HOUSING AND REDEVELOPMENT AUTHORITY
APPLICATION FOR EMPLOYMENT
EQUAL OPPORTUNITY EMPLOYER

Please type or print using black ink

DATE RECEIVED: _____

APPLICATION NUMBER: _____

We welcome you as an applicant for employment. Your application will be considered for the position you specify. Qualified applicants are considered for positions without regard to race, color, creed, religion, national origin, affection or sexual preference, marital status, disability, political affiliations, sex, age, and/or status with regard to public assistance.

TENNESEN WARNING

As an applicant for employment with the Red Wing HRA, I have voluntarily supplied data about myself that may be public and/or private in nature. I understand that as a part of the selection process, I am requested to supply this information. I understand that failure to provide accurate and adequate data may disqualify me from further consideration.

I further understand that this information will be used by the Red Wing HRA to aid in the determination of my suitability for employment.

Finally, I understand that the data that I have provided may be shared in whole or part by other agencies, by other private and public entities, and by other persons, for conducting a background investigation.

I, therefore, waive my right to claim and hereby agree to hold harmless the Red Wing HRA and any of its agents or employees for any injury or damage that I may experience as a direct or indirect result of the intended use of this information.

I authorize investigation of all statements contained in this application. I understand the misrepresentation, or the omission of facts called for, will be just cause for disqualification or dismissal.

Signature

Date

APPLICANT INFORMATION

Last Name		First	M.I.	
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date Available				Desired Salary
Position Applied for				
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?				
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain				

EDUCATION

High School			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT

Company	Phone ()
Address	Supervisor
Job Title	Starting Salary \$ Ending Salary \$
Responsibilities	
From	To Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company	Phone ()
Address	Supervisor
Job Title	Starting Salary \$ Ending Salary \$
Responsibilities	
From	To Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Company

Phone ()

Address

Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES ☐

NO ☐

MILITARY SERVICE

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, explain

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

UNSALARIED OR VOLUNTEER EXPERIENCE

VOLUNTEER

ORGANIZATION: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

POSITION-HELD: _____

DUTIES: _____

LEARNED SKILLS:

List any other skills or experience that, in your opinion, qualifies you for this job:

CONVICTION INFORMATION

The Red Wing HRA will not automatically reject an applicant who has been convicted. Before any applicant is rejected, he/she will be notified. This notice will state the reasons for rejection. During the past 5 years, have you been convicted of a misdemeanor or felony for which you served a jail term or for which a jail term could have been imposed?

YES _____ NO _____ IF YES, PLEASE EXPLAIN BELOW.

SUPPLEMENTAL APPLICATION FORM

***YOU MUST COMPLETE THIS FORM TO BE CONSIDERED
AS AN APPLICANT WITH THE RED WING HRA***

Please return this with your application

Please use black ink

RED WING HRA
ELECTION OF VETERAN'S PREFERENCE

NAME: _____
 FIRST MIDDLE LAST

DO YOU WISH TO CLAIM A VETERAN'S PREFERENCE? YES _____ NO _____

IF SO, PLEASE CHECK THE PREFERENCE YOU ARE CLAIMING:

_____ VETERAN (defined as person separated under honorable conditions who has served on active duty for at least 181 days, or honorably discharged by reason of disability incurred while on active duty.)

_____ DISABLED VETERAN (a veteran having a commensurable service connected disability as adjudicated by the U.S. Veteran's Administration or retirement board of one of the branches of the Armed Forces, which disability is currently existing.)

_____ SPOUSE OF DECEASED VETERAN

_____ SPOUSE OF DISABLED VETERAN WHO IS UNABLE TO USE PREFERENCE DUE TO DISABILITY

**NOTE: IF YOU ELECT TO USE VETERAN'S PREFERENCE, YOU MUST ATTACH
A COPY OF YOUR DD214 FORM.**

SIGNATURE

DATE

Kari Koskinen Manager Background Check Act

Owner complete:

Owner or Company: Red Wing Housing & Redevelopment Authority
428 W. 5th Street
Red Wing, MN 55066
Jennifer Cook
651-301-7024

☐ **We are requesting a federal check on this individual as well.**

(Owner please check this box if requesting a federal check and attach fingerprint card.)

Manager complete:

A search of the Minnesota State Criminal Records Repository and/or the Federal Bureau of Investigation's Criminal Justice Information Criminal Files will be performed on you pursuant to Minnesota Statutes 299C.67 to 299C.71. By signing this form you are allowing the above company/individual to access any criminal data maintained in these files.

I authorize this check to be done.

(signed) _____

(date) _____

The expiration of this authorization shall be one year from the date of my signature.

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (full)(please print): _____

Maiden, Alias or Former (please print): _____

Date of Birth: _____ **Sex (M or F):** _____
Month/Day/Year

Social Security Number (optional): _____

Have you lived in the state of Minnesota for the past 10 years: Yes _____ No _____ (Please check)

I understand that I have the following rights:

- 1) the right to be informed that the owner will request a background check on the manager to determine whether the manager has been convicted of a crime specified in section 299C.67, subdivision 2,
- 2) the right to be informed by the owner of the superintendents response to the background check and to obtain from the owner a copy of the background check report,
- 3) the right to obtain from the superintendent any record that forms the basis for the report,
- 4) the right to challenge the accuracy and completeness of information contained in the report or record under section 13.04, subdivision 4, and
- 5) the right to be informed by the owner if the manager's application to be employed by the owner or to continue as an employee has been denied because of the result of the background check.