LYNCHBURG
REDEVELOPMENT
& HOUSING AUTHORITY

Job Posting   October 2, 2018

Posted on: VEC Website
               LRHA Website

HOUSING CHOICE VOUCHER SPECIALIST - full-time position; responsibilities include: maintains full responsibility for a case load of applicants/participants as assigned; interviews, screens and counsels program participants to explain LRHA policies, regulations, guidelines and procedures; receives and processes housing program applications for initial assistance and re-certifications; determines eligibility for program applicants and participants; makes accurate and timely rent determinations for applicants/participants; inspects dwelling units for initial leasing and annual re-certifications according to time requirements governed by HUD and LRHA policy. Skills and Abilities include: knowledge of HUD's Enterprise Income Verification (EIV), Public Information Center (PIC), and Voucher Management System (VMS); strong knowledge of HUD rental housing program policies and procedures preferred; knowledge and skill in dealing with problems, needs and attitudes of the physically, socially and economically disadvantaged; excellent customer service skills a must; excellent oral and written communication skills; knowledge of computer programs including Microsoft Office; possession of a valid driver's license and acceptable driving record; considerable experience in low income housing operations or completion of an Associate's degree or any equivalent combination of experience and training which provides the required knowledge, skills and abilities; ability to obtain HCV Rent Calculation Certification within 6 months of employment and HCV Specialist Certification within 12 months of employment and maintain annually thereafter. Salary is commensurate with experience.   Excellent benefits package.   Submit resumes and cover letter with salary requirements to: mfr@lynchburgva.gov or Lynchburg Redevelopment & Housing Authority, 918 Commerce Street, Lynchburg, VA 24504. Resumes will be accepted until October 15, 2018.

LRHA is an Equal Employment Opportunity Employer