

**FULL-TIME HOUSING SPECIALIST POSITION AVAILABLE**  
**Housing Authority of Yamhill County**

The Housing Authority of Yamhill County (HAYC) is accepting applications for one (1) Full-Time 40-hours per week Section 8 Housing Specialist position. This position will maintain a caseload of Section 8 clientele in multiple stages of program participation. Duties include but are not limited to high levels of client contact, interpretation and application of complex government and agency policies, and extensive paperwork. Written and oral fluency in Spanish is preferred but not required. Previous office experience working with the public and intermediate knowledge of word-processing is required. Other requirements are explained in the job description. Description and application are attached to this e-mail and posted on the bulletin board in the HAYC main offices break room.

Pay range under the current union contract for this 40-hour position is \$3380-4755 monthly with most employees hired at the beginning of the range. Anyone interested in this position should submit a letter of interest, at least 3 professional references, current resume and completed HAYC job application to Megan Ramos. This position is open until filled. Application and job description are attached. EOE

**POSITION DESCRIPTION  
HOUSING SPECIALIST**

**HOUSING AUTHORITY OF YAMHILL COUNTY**

**JOB SUMMARY:**

Maintain a caseload of families by interviewing clients, perform eligibility determinations, plan and coordinate a variety of programs for Housing Authority clients. Assure compliance in all assisted housing-related functions in accordance with Federal, State, and Housing Authority guidelines.

**Supervision Received:**

Receives general supervision from assigned management staff.

**Supervision Exercised:**

Although direct supervisory responsibility is not a function of this position, may provide lead direction to employees in training or lower level classifications.

**Description of Duties and Responsibilities:**

The following represent the major essential and secondary duties of the position, however they are not intended to be all-inclusive. The Authority reserves the right to change, reassign, or combine job duties at any time.

**Essential Job Functions:**

1. **Determines eligibility for housing assistance programs.** Selects applicant from applicable waiting list. Assess family composition, income sources, expenses, and other pertinent information to determine qualification for housing preference and eligibility for assistance, and explains various housing programs. Verifies information supplied by preparing and issuing forms and/or other correspondence to employers, care givers, financial institutions, and other agencies (Department of Human Services, Social Security, etc.) Reviews incoming material and calculates rent subsidy amounts. Explains program rules and regulations to applicants, participants, and landlords. Conducts timely annual (annuals to be processed at least 30 days prior to required effective date), interim and special re-examinations of eligibility following established guidelines and procedures.
2. **Prepares, or oversees the preparation of, all related housing documents.** Prepares worksheets, leases, contracts, and/or Voucher information, etc. so that all related documents can be issued and signed. Verifies each form for accuracy and reviews calculations, making corrections as required. Insures that all required signatures are in order. Issues appropriate Vouchers. Assembles file materials in current listed order per established guidelines and policies. Reviews files of other department staff as required following established procedure.
3. **Enters applicable move-in/move-out and re-examination information into computer system.** Accurately enters new and existing client

information into the computer system along with applicable contract, eligibility, and other information. Processes and enters all changes and updates in a timely manner per established guidelines and policy.

4. **Processes termination of clients from housing assistance.** Interfaces with landlords to ensure proper closing of account, issuing appropriate paperwork such as termination notices, claim intent, etc. as required. Accepts move-out notices, processes paperwork, and notifies other Authority staff regarding move-outs of clients in public housing. Tracks Vouchers and processes re-certification of tenants moving within the jurisdiction of the Authority. Corresponds with applicable housing agencies as required to process transfer request notifications involving out-of-area moves, whether transferring into or out of the jurisdiction of the Authority.
5. **Conducts housing inspections.** Inspects housing units for compliance with Housing Quality Standards. Inspects units prior to new participants moving in, on an annual basis in a timely manner per Federal rules and policy, and as requested. Notifies owners of needed repairs and re-inspects for Federal Housing Quality Standards. Conducts housekeeping inspections for owned housing programs where applicable. Conducts damage inspections when necessary for Authority *criteria* in determining client eligibility for continuance in authority programs.
6. **Completes rent comparability.** Assists in periodic rental surveys and determines rent reasonableness based on direct knowledge of rental values. Negotiates rents as necessary. Documents rent reasonableness in client file for all new clients and allowable moves.
7. **Prepares required monthly report(s) outlining departmental activity.** Uses manual records and computer printouts to prepare monthly report for Director and/or Supervisor outlining number of moves processed, number of Vouchers issued and surrendered, number of vacancies, etc.
8. **Performs outreach duties in familiarizing landlords, tenants, potential clients, and/or general members of the community with Authority programs and services.** Interfaces with current clients to resolve complaints and problems. Calculates and generates payback agreements for repayment of overpaid assistance. Develops network of other social service providers and works with clients to assist them in accessing other available community agencies for services. Assists landlords and clients in completing required paperwork when necessary. Familiarizes interested

- owners and landlords with available housing programs, explaining benefits and procedures and responding to questions.
9. **Develops and promotes local strategies that coordinates existing public and private resources with program participants.** Performs a variety of complex studies and analysis of economic opportunities and supportive resources in the community. Recommends, develops, and implements effective economic residents programs. Organizes and coordinates clients efforts in developing resident councils and resident management groups; and provides referral services to clients. Assists families in gaining the skills they need so they will no longer be dependent upon federal and state assistance programs.
  10. **Ensures compliance with program rules and regulations.** Reviews cases involving lease and/or program or policy violations. Investigates and compiles legal data in cases of suspected program abuse. Prepares evictions, termination of assistance and/or oversees and makes final determinations of informal hearings and reviews and/or attends court hearings.
  11. **Provides back-up support for receptionist duties as needed or assigned.** Answers all incoming calls, takes messages, responds to general inquiries, and/or refers calls to the appropriate person or department.
  12. **Provides back-up support for co-worker Housing Specialists as needed or assigned.** In the event of illness or other absence of co-worker Housing Specialists, will assist as backup in the capacities as stated in this overall description.
  13. **Performs other essential duties and tasks as assigned.**

**Secondary Job Functions:**

1. Shows units and facilities to prospective tenants which requires travel from the office in order to reach unit. The floor plan of family units may involve steps to a second floor.
2. Incumbents may have to physically travel to a client's home in order conduct inspections or to handle a periodic eligibility re-examination if the tenant is incapacitated and unable to meet at the Housing Authority offices.

**QUALIFICATIONS:**

**Mandatory Qualifications:**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Requires Two (2) years college course work in Human/Social Services, public administration or related field; **AND** two (2) years experience working with low income families, elderly and/or disabled individuals in a social services agency or

Housing authority; **OR** satisfactory equivalent combination of education, training and/or experience relevant to the position, as determined by the Authority; **AND** basic knowledge typically acquired with a high school diploma or GED, including basic writing, math (including fractions and percentage calculations), and reading skills, plus knowledge of basic office procedures and skills, or any satisfactory equivalent combination of the required knowledge, skills and abilities.

2. Requires basic familiarity with documentation and verification requirements of some type of social service program.
3. Requires previous office experience working with the public in which the following skills were attained: effective telephone skills, ability to deal tactfully with a variety of people under constantly changing circumstances, ability to organize workload and manage time effectively; ability to work under pressure and remain flexible; ability to compose and type basic written and numerical documents; ability to understand and follow moderately complex verbal and/or written instructions; and familiarity with filing systems and standard business machines (such as copiers, calculators, typewriter, computer equipment, fax machines, telephone systems, etc.)
4. Ability to negotiate solutions between clients and property owner; ability to analyze housing conditions and recognize problems; ability to perceive, respond to, and resolve problems; ability to respect privacy and confidentiality of client interviews, information, and files; ability to establish and maintain courteous, cooperative working relationships with those contacted in the course of work.
5. Requires intermediate knowledge of word processing software, preferably Word with minimal training time.
6. Must be experienced in explaining details of a program and eliciting accurate and complete information from individuals in the context of a one-on-one interview. Requires good, clear written and verbal communication skills.
7. Must be capable of performing light lifting of up to 20 pounds, predominantly paper products, small office equipment, files, etc. Many files may weigh up to 20 pounds. Files may be carried a distance greater than 100 feet from desk to storage facility.

**Secondary Qualifications:**

Although not mandatory, the following qualifications will enhance an individual's chance for success in the job and are desirable.

1. College level classes in writing, computer skills, Spanish. Formal training in effective interviewing techniques.
2. Public Housing Manager certification.
3. Basic familiarity with housing program eligibility requirements and a general understanding of HUD regulations

affecting all types of housing assistance programs including familiarity with housing program eligibility requirements and a general understanding of HUD regulations affecting all types of housing assistance programs including familiarity with Oregon's landlord/tenant laws.

4. Familiarity and/or fluency in Spanish is desired for all applicants.

**Necessary Special Requirement:**

Some positions may require possession of, or ability to obtain within 30 days of hire, a valid Oregon Driver's License, a licensed, properly operating vehicle, adequate and proper insurance, *and a clean driving record with DMV.*

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By my signature, I acknowledge this description as it pertains to me.

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Print name

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Date

# Employment Application

## Housing Authority of Yamhill County

	Last Name	First Name	Middle Name	Today's Date:	Position Applied for:		
	Address	City	State	Zip	Are you 18 years of age or older?  Yes    No	Date Available:	Expected Pay Rate:
	Contact Phone # Alternate Contact Phone #				Please list any other names you have used (ex. Maiden Names, Nicknames):		
	E-mail address:				How did you learn of this opening?		

**EQUAL EMPLOYMENT OPPORTUNITY.** We are an equal opportunity employer. All applicants will be considered without regard to race, color, religion, age, gender, sexual orientation, gender identity, marital or veteran status, national origin, ancestry, mental or physical disability, on-the-job injuries, or any other legally protected status in accordance with applicable federal, state and local equal employment opportunity laws and except as provided by those laws. *If you require an accommodation to participate in our application process, please contact Elise Hui at 503-883-4318.*

Are you authorized to accept employment in the United States? (Successful applicants will be required to prove identity and eligibility for employment.)    Yes    No

I have read the job description and can perform the essential functions of the job with or without reasonable accommodations:    Yes    No

**RELATIVES:** Qualified relatives are eligible for employment except in limited situations in accordance with applicable law. Do you have any relatives who currently work for us?    Yes    No    \*If yes, state names(s) and the nature of the family relationship (e.g. parent, son, daughter, grandparent, etc.):

EDUCATION	Name of School and Location	Course of Study	Years Completed	Degrees Received
High School			1   2   3   4 Other (explain): _____	
College or University			1   2   3   4 Other (explain): _____	
Graduate School			1   2   3   4 Other (explain): _____	
Military, Vocational School or Technical Training			1   2   3   4 Other (explain): _____	

**OTHER JOB RELATED EDUCATION, QUALIFICATIONS AND/OR CERTIFICATES:** Please list and summarize any training, volunteer activities, and/or other specialized skills, qualifications or experience you feel would help you perform the work for which you are applying. For military veterans, please include information on any transferrable skills obtained through military education or experience that relate, directly or indirectly, to the position for which you are applying:

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**DRIVING RECORD:** (Note: a lack of a driver's license will not disqualify an applicant unless driving is an essential function of the job)

Do you have a valid Driver's License?    Yes    No

**EMPLOYMENT HISTORY:**

List your employment experience for the past 10 years, beginning with your present or most recent job. *Do not omit any employer.* (Attach sheet if more space is needed.)

Company Name		Your Title	
Company Address			
Date Started		Date Left	
Number of hours per week		May we contact this employer?    Yes    No If no, why not?	
Supervisor's Name		Telephone Number	
Description of your duties and responsibilities:			
Were you discharged from this job?    Yes    No			
If No, what was your reason for leaving?			
Company Name		Your Title	
Company Address			
Date Started		Date Left	
Number of hours per week		May we contact this employer?    Yes    No If no, why not?	
Supervisor's Name		Telephone Number	

Description of your duties and responsibilities:	
Were you discharged from this job?    Yes    No	
If No, what was your reason for leaving?	
Company Name	Your Title
Company Address	
Date Started	Date Left
Number of hours per week	May we contact this employer?    Yes    No If no, why not?
Supervisor's Name	Telephone Number
Description of your duties and responsibilities:	
Were you discharged from this job?    Yes    No	
If No, what was your reason for leaving?	
Company Name	Your Title
Company Address	
Date Started	Date Left
Number of hours per week	May we contact this employer?    Yes    No If no, why not?
Supervisor's Name	Telephone Number
Description of your duties and responsibilities:	
Were you discharged from this job?    Yes    No	
If No, what was your reason for leaving?	

**FOREIGN LANGUAGE:** Indicate any languages other than English that you can speak, read and/or write

	<b>Fluent</b>	<b>Good</b>	<b>Fair</b>
Speak			
Read			
Write			

**REFERENCES:** List three references (from persons not related to you) who are familiar with your qualifications and actual work history and ability. You must include a phone number.

- |    | <i>Name/relationship (supervisor, co-worker, etc.)</i> | <i>Address</i> | <i>Phone</i> |
|----|--|----------------|--------------|
| 1) | _____  | _____          | _____        |
| 2) | _____  | _____          | _____        |
| 3) | _____  | _____          | _____        |

**If you need additional space, please continue on a separate sheet of paper.**



**VERIFICATION AND SIGNATURE:**

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE COMPLETELY FILLED OUT, SIGNED, AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.**

1. I authorize the Housing Authority of Yamhill County (HAYC) to contact any of my references, past/present employers, and/or other persons named in this application for the purpose of obtaining information about my employment history, education, character and qualifications. I release the HAYC from any and all claims and liability in connection with such contacts and inquiries. I also agree to sign any written authorizations and releases requested by the HAYC or my references in order for the HAYC to obtain the requested information.
2. I certify that answers and statements I have made on this application (and in any attachments or other supplementary or supporting documents) are true and complete without omissions. I understand that any falsification, misrepresentation or omission made by me will result in denial of employment, withdrawal of an offer of employment, or immediate termination, regardless of when and how discovered.
3. I understand that if I am offered employment, I will be required to authorize and pass a pre-employment criminal history check and driver's record check (for positions requiring driving) as a condition of being hired.
4. I understand if I am offered employment, I may be required to pass a pre-employment drug screen (including all substances which are illegal under state or federal law) and/or physical required by the HAYC in accordance with applicable law. I understand that a positive drug test will disqualify me for employment.
4. I agree that if I am hired, I will conform to all rules, regulations and standards of the HAYC as they presently exist or are later modified. **I also understand and agree that employment is At-Will and can be terminated at any time by me or by the HAYC for any reason not prohibited by law except as specifically set forth in an applicable collective bargaining agreement or individual employment agreement signed and dated by the HAYC's Executive Director.** I understand that no one other than the HAYC's Executive Director has any authority to enter into any employment agreement for any specified period of time, to change the At-will nature of the employment relationship, or to otherwise assure me of any future position, benefits, or terms and conditions of employment. Any such agreement must be in writing and signed by the Executive Director to be valid.

I have read, understand, and agree with all of the above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Unsigned applications will not be processed.**

**Return application to:  
Housing Authority of Yamhill County  
135 NE Dunn Place  
McMinnville, OR 97128**

**This application is valid for only 45 days from the date signed. If Applicant wants to be considered for job openings more than 45 days from the date signed, Applicant must submit a new and current employment application.**

## VETERAN'S PREFERENCE

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. Please read the following checklist carefully and the box for each item that applies to you. You may get help from HAYC if you need further explanation or have special circumstances. Please note that the application of preference points is not a guarantee of being hired.

Note: If you are applying for a position for which the HAYC's hiring process results in a score, you will be given preference points as outlined below. If you are applying for a position for which the HAYC's hiring process does not result in a score, the HAYC will nonetheless give a preference to a veteran or disabled veteran in accordance with applicable law.

***IN ORDER TO BE ELIGIBLE TO RECEIVE VETERAN'S PREFERENCE, THIS COMPLETED FORM AND THE REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED TO HAYC. PREFERENCE WILL NOT BE AWARDED WITHOUT THE APPROPRIATE DOCUMENTATION.***

**A. QUALIFIED VETERAN QUESTIONS:** You may claim veteran's preference if you check at least one box below and provide proof of eligibility by submitting a copy of your form DD-214 or DD-215 that includes your discharge status.

I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955 and was discharged or released under honorable conditions, or
  - For a period of more than 178 consecutive days beginning after January 31, 1955 and was discharged or released from active duty under honorable conditions, or
  - For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability, or
  - For 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs, or
  - For at least one day in a combat zone and was discharged or released from active duty under honorable conditions,
- or**
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from activity duty under honorable conditions; **or**
  - I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

***Please see the next page for applicable definitions.***

**B. QUALIFIED DISABLED VETERAN QUESTIONS:** You may claim additional employment preference if you can check at least one box below and provide proof of eligibility by submitting both of the documents listed below:

1. A copy of your DD-214 or DD-215, Certificate of Release or Discharge, Copy 4, and
  2. A public employment veteran's disability preference letter from the United States Department of Veterans' Affairs (unless the information is included in the DD Form 214/215). To order the letter, call 1-800-827-1000 and request a public employment preference letter.
- I have a disability rating through the United States Department of Veterans Affairs; or
  - I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
  - I was awarded the Purple Heart for wounds received in combat.

**I hereby claim veteran's preference points and certify that the above information is correct. I understand that any false statements may be cause for my disqualification or dismissal.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Service Number

\_\_\_\_\_  
Signature of Applicant  
Position Applied For \_\_\_\_\_

\_\_\_\_\_  
Date

## **DEFINITIONS**

**Armed Forces** means the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof. (Title 38 USC Part I Chapter 1 Section 101). Reserve components mean:

- (a) The Army Reserve;
- (b) The Navy Reserve;
- (c) The Marine Corps Reserve;
- (d) The Air force Reserve;
- (e) The Coast Guard Reserve;
- (f) The Army National Guard of the United States; and
- (g) The Air National Guard of the United States.

**Active duty** does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

**Combat zone** means an area designated by the President of the United States by executive order in which, on the dates designated by executive order, the Armed Forces of the United States are or have engaged in combat.

**Veteran** means a person who:

- (a) Served on active duty with the Armed Forces of the United States:
  - (B) For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
  - (C) For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;
  - (D) For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability;
  - (E) For 178 days or less and was discharged or released from active duty under honorable conditions and has a disability rating from the United States Department of Veterans Affairs; or
  - (F) For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;
- (b) Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- (c) Is receiving a non-service-connected pension from the United States Department of Veterans Affairs.

**Disabled veteran** means a person who has a disability rating from the United States Department of Veterans Affairs, a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty or a person who was awarded the Purple Heart for wounds received in combat.

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