



Upper Arkansas Area Council of Governments
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JOB DESCRIPTION

Job Title: *Housing Assistant*
Department: Housing
Reports To: Housing Director
FLSA Status: Non-exempt
Prepared By: Maxwell Hanson, Regional Housing Director
Prepared Date: April 4th, 2023

SUMMARY

Assist Housing Director in the daily operation of the Housing Choice Voucher and Housing Navigation programs per Colorado Division of Housing and HUD regulations by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist clients in obtaining and completing applications.
- Receive and process applications for the Housing Choice Voucher Rental Assistance Program.
- Determine applicant eligibility according to Federal, State, and local preference ranking
- Identify applicant as potential FSS participant when feasible.
- Prepare leases, contracts, family reports, and all documents related to new lease-up.
- Prepare notices for annual/interim renewals; complete paperwork for individual annual or interim.
- Perform 'Housing Quality Standards' inspections as necessary.
- Maintain accurate records of all files and information received from participants and the Colorado Division of Housing.
- Prepare and file all reports required by HUD and the Colorado Division of Housing, including data input
- Interpret and communicate Federal regulations to participants and landlords.
- Participate in street outreach programs with community partners

Additional duties will be assigned as workload necessitates, including but not limited to the following:

- Shall assist as needed to maintain accurate waiting list database for each county.
- Shall assist as needed with other UAACOG programs
- Shall perform other duties as assigned by the Housing Director.

QUALIFICATIONS – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE – Must have high school diploma or GED. Must be computer literate, primarily in Microsoft Office applications. Must possess ability to work with people of varying professional, cultural, social, and economic backgrounds.

LANGUAGE SKILLS – Must have effective verbal and written communication skills; ability to read, analyze, and interpret governmental regulations. Must have ability to effectively present information and respond to questions from applicants, participants, and the general public.

MATHEMATICAL SKILLS – Must have ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

CERTIFICATES, LICENSES, REGISTRATIONS – Must have a valid Colorado driver's license and proof of insurance.

PHYSICAL DEMANDS – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.