

CHATTANOOGA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

JAMES H. LEVINE, CHAIRPERSON
EDNA E. VARNER, VICE-CHAIRPERSON
CARL W. HENDERSON
EDDIE F. HOLMES
ADAM KINSEY
JEFFERY McCLENDON
JAMES F. SATTLER



ELIZABETH F. MCCRIGHT
EXECUTIVE DIRECTOR

801 N. HOLTZCLAW AVENUE
CHATTANOOGA, TN 37404-1236
TEL (423) 668-2374
FAX (423) 668-2374
TN Relay Svc 711
www.chahousing.org

MAILING ADDRESS
P.O. BOX 1486
CHATTANOOGA, TN 37401-1486

JOB OPENING—Deadline Extended

POSITION TITLE: HCVP Program Compliance Specialist

SALARY RANGE: \$23,106.78 - \$43,064.05

The Chattanooga Housing Authority (CHA) seeks a qualified individual for the full-time position of Housing Choice Voucher Program (HCVP) Program Compliance Specialist. The HCVP Program Compliance Specialist is responsible for data entry, application verification processing, and other services related to the administration of the HCVP.

The primary responsibilities include, but are not limited to: maintain records of customer interactions and transactions, by recording details of inquiries, complaints and comments, as well as actions taken by CHA regarding participants' files; obtain required verifications for applicants and participants in accordance with U.S. Department of Housing and Urban Development (HUD) regulations as outlined in the Rental Housing Integrity Improvement Program and HUD PIC database; enter applicants' and participants' data using CHA software and HUD Form 50058; send rent change notices out in a timely manner, resulting from changes to participants' information; ensure that CHA's policies and procedures, HUD requirements and guidelines, and other laws and regulations are followed in the day-to-day operations of the HCVP; participate actively in electronic file creation by purging, scanning, and disposing of hard copy participant files; identify new housing opportunities in an effort to ensure full utilization of the HCVP by networking with other agencies, coalitions, and community stakeholders; conduct marketing and outreach in an effort to create community awareness of issues concerning homelessness; and provide outstanding customer service by responding to phone calls, emails, and written correspondence in a timely, efficient, and appropriate manner.

Qualifications: High school diploma/GED required and Bachelor's Degree preferred, with one to three years' of experience in administrative support work, office management, or related field, or any equivalent combination of education, training, and experience which, in the sole determination of the CHA, provides the required knowledge and abilities. Excellent writing and communication skills required.

Send a cover letter explaining your interest in this position and a resume or completed CHA application to: Chattanooga Housing Authority, P.O. Box 1486, Chattanooga, TN 37401, Attn: Human Resources or e-mail to hr@chahousing.org. Deadline for submission is Friday, November 19, 2021.

Equal Opportunity Employer