



**Position:** HCV Portability Specialist

**Location:** Renton, Washington

**Employment Type:** Full time/ In person/ 8:00 a.m. to 4:30 p.m.

**Hourly Range:** \$34.62 to \$43.27

**Application Deadline:** Open until filled

**About Us:**

Renton Housing Authority provides, with excellence, quality affordable housing in a safe environment for people in Renton. We are part of a diverse and wonderful community striving each day to render excellent and caring service to all who share the community with us. Our dedication is also to our employees. We believe in creating a culture that is supportive with opportunities for growth and development and a chance to make a meaningful impact. Join us, as we make a difference for people who make Renton their home.

**Role Summary:**

We are seeking a detail-oriented Housing Choice Voucher Portability Specialist to manage the occupancy and eligibility processes for applicants porting in and out of the RHA's Housing Choice Voucher program. In this role, you will plan, organize and conduct participant interviews and briefings, ensure proper documentation of voucher issuance, lease collections, and Housing Assistance Payment (HAP) contracts. You will also provide guidance to participants and property owners on Housing Authority policies and maintain accurate digital records. The ideal candidate will have good organizational skills, commitment to supporting community housing initiatives and strong customer service skills.

**Key Responsibilities:**

1. Works with outside agencies to implement the transition of residents under the Portability Housing Voucher Program.

2. Determines eligibility for the program; interviews housing applicants being ported into RHA; investigates and verifies applicant and participant information for accuracy and completeness; contacts applicants and other agencies to discuss and clarify discrepancies.
3. Prepares and reviews leases and documentation involved in the occupancy eligibility and rental process; prepares notices to participants and property owners regarding changes of status; receives information and processes participant transfers; processes inspection requests and prepares the necessary documentation.
4. Performs Port Move-Ins and Port Move-outs in the software.
5. Performs Interim Reexaminations and Annual Reexaminations on the portability voucher holders.
6. Prepares correspondence to various agencies, landlords and businesses to verify applicant data including total family income, current assets, and family composition. Confirms applicant information as required; prepares information for input into data processing systems and obtains output reports as required.
7. Develops and maintains files, records and indices, pertaining to the applicant, participant and property owner information via digital file in housing software; compiles data from a variety of sources, databases and logs related to housing service operations.
8. Set up briefings for port-ins via online presentation and get forms signed, returned and input into digital file certifying their participation in an online briefing presentation. Answers questions and provides information to the public and program participants; resolves or refers request and complaints to appropriate staff.
9. Utilizes software for accounts receivable and collections for portability as well as any excel spreadsheet, if applicable Works with outside agencies to implement the transition of residents under the Portability Housing Choice Voucher program.
10. Provides support by receiving, reviewing and verifying financial documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines.
11. Responds to requests for information and questions relating to receivables, collections and clients/tenants, landlords and representatives of other housing agencies; research account histories and other information and takes or recommends appropriate follow up action to clients and/or other department/staff.
12. Assist in the preparation of a variety of reports including those required by Federal and State agencies; prepares mathematical calculations and verifies computations.
13. Provides support by independently researching multiple records and resolving difficult problems; takes initiative in anticipating or identifying problems or errors and follows up to resolution. Forecasts impact of potential actions/decisions.
14. Perform any other duties as assigned.

## Education and Experience

- Minimum of H.S. Diploma and/or GED with preference of 2-year associate's degree with an emphasis in business, bookkeeping, and/or accounting.
- Minimum of two (2) years progressively responsible experience in clerical accounting work, and records management experience including double entry bookkeeping or direct experience in case management preferably in a public housing organization or social service agency.
- Or an equivalent combination of education and experience to meet the required knowledge, skills, and abilities.
- Must be bondable and insurable.
- Willingness to travel overnight for training, conferences or workshops.
- Must take and pass the HCV Specialist Certification within 1<sup>st</sup> year of employment. Employees will have two attempts to pass the exam. If the exam is not passed after two attempts, employment may be terminated due to the necessity of this knowledge for this position.
- Possession of valid WA motor vehicle operator's license.
- Possession of good mathematics and quantitative skills.
- Calculator and computer skills.
- Strong problem-solving skills.
- Candidates must read, write and speak in a manner reflecting a professional business position.
- Ability to work independently and as part of a team.
- Precise and accurate documentation skills.

## Competencies

1. **Effective Communication:** Ability to clearly convey information and engage with diverse audiences.
2. **Interpersonal Skills:** Builds strong relationships with colleagues and clients.
3. **Confidentiality:** Maintains the highest standards of confidentiality in all interactions.
4. **Problem Solving:** Identifies challenges and implements effective solutions.
5. **Interviewing and Negotiating Skills:** Conducts interviews and negotiations effectively and professionally.
6. **Integrity and Ethical Standards:** Upholds ethical standards and integrity in all dealings.
7. **Customer Service Excellence:** Provides outstanding service and support to clients.
8. **Computer Skills:** Proficient in Microsoft Office with a typing proficiency of at least 40 words per minute.
9. **Numerical Accuracy:** Performs calculations accurately and efficiently.
10. **Knowledge of HUD Policies:** Familiar with the policies, rules, and regulations of HUD and the Housing Authority, especially related to the HCV program.
11. **Team Collaboration:** Works effectively in a team environment to achieve shared goals.

**What We Offer:**

- Competitive salary and benefits, including medical, dental and vision insurance, pension plans, annual and sick leave accrual, life and accidental death and dismemberment, employee assistance program and other benefits.
- A supportive work environment that promotes teamwork and opportunities for growth and advancement.

**How to Apply:**

Please submit your resume and a cover letter detailing your qualifications and interest in this position via email to [rbc@rentonhousing.org](mailto:rbc@rentonhousing.org)

Renton Housing Authority is an equal opportunity employer and provides opportunities without regard to race, sex, color, national origin, religion, age, marital status, mental or physical disability, sexual orientation, or any other legally protected status. We comply with all applicable federal, state and local laws that prohibit discrimination in employment.