

January 2021

**POSITION TITLE:** Program Assistant  
Limited Service – 12-18 Months Subject to Funding  
**DEPARTMENT:** Housing Program Administration  
**DIVISION:** Rental Housing Stabilization Program (RHSP)  
**REPORTS TO:** RHSP Supervisor  
**SUPERVISES:** No Staff

**PURPOSE:** Technical and administrative work of a complex and responsible nature related to the overall day-to-day administration of the Rental Housing Stabilization Program. Responsibilities include wait list selection, application processing, determination of eligibility, scheduling assistance payments and recertification of eligibility. Excellent communication skills are required in working with applicants and program recipients.

**ESSENTIAL FUNCTIONS OF THE POSITION:** In accordance with program specific requirements and VSHA policies and procedures:

- Manages/monitors waiting lists and available rental payments.
- Interviews applicants, explaining complex program requirements and eligibility requirements.
- Assists applicants with completing required forms.
- Reviews completed applications, obtaining required verifications.
- Applies eligibility criteria when evaluating completed applications and determines final eligibility of applicants.
- Performs mathematical calculations to accurately determine rental payments.
- Issues subsidies to eligible applicants in a timely, efficient manner.
- Responsible for responding to requests for, and performing, informal reviews.
- Handles information requests, program explanations to applicants, participants, agencies, and the general public; resolves or refers any complaints or problems to the appropriate personnel. Refers tenants/applicants to the appropriate agency in the community for resources not provided by VSHA.
- Communicates with landlords.
- Prepares and maintains confidential applicant and program participant files.
- Responsible for generating, reviewing, and certifying required regular reports, including waiting lists and check run verifications.
- Compiles and maintains application and tenant certification packages; processes mail; handles telephone inquiries and correspondence.

- Develops and maintains effective working relationships with private and public agencies, statewide community-based organizations, advocates, shelters, property owners, agents, and other VSHA staff to meet the needs of applicants and program participants through all appropriate programs.
- Documents information in the agency's computerized system and case records.
- Performs related work as required or assigned.

## **ESSENTIAL POSITION REQUIREMENTS AND QUALIFICATIONS:**

### **Education:**

- Associates degree with coursework in administrative /technical and offices practices.
- Additional experience, as defined below, may be substituted on a year-for-year basis for the Associates Degree.

### **Experience:**

- Two years of administrative/technical work in human/customer services, preferably in assisted housing programs, including public contact.

### **Skills and Abilities:**

- Ability to learn, adapt and apply extensive, complex rules, regulations, and functions related to VSHA, U.S. Treasury/HUD and State funded rental assistance programs, and apply them to daily responsibilities. (This knowledge should be acquired within the first six months).
- Ability to meet goals and objectives set by the Authority within a specific time.
- Possess strong organizational and communication skills; ability to plan and organize a heavy and complex workload; quickly identify priorities of a busy office; operate under stress and work independently referring policy clarifications to supervisor.
- Strong clerical skills; ability to think creatively and take initiative with appropriate supervision to solve identified workflow barriers and create solutions in the form of custom forms, letters, and reports. Ability to use word processing, spreadsheets, and other computerized programs as well as general office equipment accurately and proficiently.
- Working knowledge of interviewing methods and techniques and ability to apply these in a way that puts applicants/participants/colleagues at ease. Ability to communicate complex program information and requirements to a diverse public and be sensitive to the needs of low income, elderly and disabled individuals and families.
- Ability to maintain confidentiality; exercise good judgment; communicate effectively orally and in writing in stressful and emotional situations in which applicants/tenants may be in a heightened emotional state, angry, frustrated, unable to communicate, and/or discouraged.

- Establish and maintain effective working relationships with supervisors, co-workers, program participants, other agencies, and the general public; and work closely and cooperatively with staff to insure the smooth administration of programs.
- Ability to collect pertinent and detailed data from a wide variety of sources maintaining detailed, thorough, and accurate files; ability to perform accurate arithmetic computations; knowledge of routine office procedures, English grammar, usage, and spelling.
- Ability to exercise sound judgment in assessing the housing needs of a wide variety of applicants; to comprehend and apply complex instructions and program regulations; and use mental resourcefulness and initiative to solve problems as they arise.
- Possess an excellent telephone manner and ability to handle a variety of callers; ability to present a professional image at all times.

### **Certifications/Registrations/Licenses:**

**Essential:** Must have or be able to obtain (within one year of initial employment, subject to budget restrictions) appropriate certifications in housing rental assistance programs where applicable and as required.

**Non-Essential:** Must possess a valid driver's license, dependable private means of transportation, and carry liability insurance of at least \$50,000.

### **Working Conditions/Physical Demands:**

#### **Essential:**

- Full time position, 40 hours per week, classified position, limited service.
- Must be able to report to work on time and adhere to VSHA work schedules, rules, and regulations.
- Remote environment, with occasional office time. Must be able to telework and have reliable internet service.
- Ability to bend over to low files and reach high files.
- Ability to lift, carry, push, pull or otherwise move an object.
- Walking, standing, and driving for brief periods of time.

### **Equipment Used:**

- Computer, printer, scanner, telephone, TTY, FAX, photocopier, calculator, general office equipment.

**Pay Classification:** 6 – Position is covered by a Collective Bargaining Agreement