



Title: Program Specialist

FLSA Status: Non-Exempt

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|-------------|--|
| POSTED: | October 21, 2022 |
| DEADLINE: | Open until Filled |
| PAY RATE: | \$18.01—\$27.37/hrly |
| CONTACT: | Jackie Randle (913) 279-3431 or jrandle@kckha.org |
| SUPERVISOR: | Cherrie Escobar, Director of Section 8 |

BRIEF DESCRIPTION:

The purpose of this position is to oversee the administration of Section 8 to current participants. This is accomplished by ensuring compliance with all HUD rules and regulations and conducting hearings, briefings, and a variety of exams. Other duties include maintaining files, interacting with landlords, other agency departments, and property managers.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary | (L) Light | (M) Medium | (H) Heavy | (V) Very Heavy |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions | % of Time |
|---|------|--|-----------|
| 1 | L | Conducts Recertification/Interim exams by coordinating meetings with participants; ensuring compliance with all HUD rules and regulations; verifying EIV reports to ensure all income has been accurately reported; mailing all verifications; entering received income/rent calculation data into system; balancing payments to computer reports; assisting with aspects of the 30-day notice process; scheduling appointments; and responding to calls, emails, and inquiries as needed. | 70% |
| 2 | L | Oversees briefings and activations by assisting applicants with paperwork; reviewing the Section 8 program with participants; explaining applicable vouchers; filing requests for tenancy forms and calculations; activating files from waiting list; and briefing individuals based on eligibility. | 20% |
| 3 | S | Manages port-ins and port-outs by receiving initial paperwork for port-ins; ensuring all necessary information is accounted for and accurate; scheduling appointments; submitting application to Resident Selection Department; clarifying calculations; issuing vouchers; maintaining files; filling out forms for port-outs; issuing | 5% |



| | | | |
|---|---|--|----|
| | | necessary vouchers; compiling proof of income information; ensuring that all necessary paperwork is accounted for; and mailing application to the receiving agency. | |
| 4 | S | Oversees hearings and repayments by requesting hearings; coordinating with the hearing officer and director of Section 8; calculating amount owed (if any); verifying repayment amount calculated; contacting participant; creating a repayment contract; and redirecting participant to Finance Department so that the first payment can be made. | 5% |



JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|---|--|
| Formal Education | Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. |
| Experience | Over one year up to and including three years. |
| Supervision | Job has no responsibility for the direction or supervision of others. |
| Human Collaboration Skills | Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. |
| Freedom to Act | Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. |
| Technical Skills | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. |
| Fiscal Responsibility | Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures. |
| Reading | Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Math | Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Writing | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | Valid Driver's License (Class C); PIC Certification; Housing Choice Voucher eligibility and rent calculation certification; Housing Quality Standard Certification |



OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "X"- | | | | | |
|---|--|---|---|---|--|
| Sedentary | Light | X | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | X | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C Constantly <small>2/3 or more of the time.</small> | F Frequently <small>From 1/3 to 2/3 of the time.</small> | O Occasionally <small>Up to 1/3 of the time.</small> | R Rarely <small>Less than 1 hour per week.</small> | N Never <small>Never occurs.</small> |
|--|--|--|--|--|
|--|--|--|--|--|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|------------------------------------|-------------|---|
| Standing | F | communicating with co-workers, making presentations |
| Sitting | O | desk work, meetings |
| Walking | O | to other departments/offices/office equipment |
| Lifting | R | files |
| Carrying | F | files, supplies |
| Pushing/Pulling | F | file drawers, tables and chairs |
| Reaching | C | for supplies, for files |
| Handling | F | paperwork |
| Fine Dexterity | C | calculator, computer keyboard, telephone pad |
| Kneeling | R | filing in lower drawers, retrieving items from lower shelves/ground |
| Crouching | F | filing in lower drawers, retrieving items from lower shelves/ground |
| Crawling | N | |
| Bending | C | filing in lower drawers, retrieving items from lower shelves/ground |
| Twisting | C | from computer to telephone |
| Climbing | R | step stool |
| Balancing | R | on step stool |
| Vision | C | computer screen, reading |
| Hearing | C | communicating with co-workers and public and on telephone |
| Talking | C | communicating with co-workers and public and on telephone |
| Foot Controls | N | |
| Other (specified if applicable) | | |



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer, fax machine, copier, printer, scanner, telephone, Microsoft Office Suite, other related software

ENVIRONMENTAL FACTORS:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|--|---|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|--|---|------------------------|-------------------|

| -Health and Safety Factors- | |
|------------------------------------|---|
| Mechanical Hazards | N |
| Chemical Hazards | N |
| Electrical Hazards | N |
| Fire Hazards | N |
| Explosives | N |
| Communicable Diseases | R |
| Physical Danger or Abuse | N |
| Other (see 1 below) | N |

| -Environmental Factors- | |
|--------------------------------|---|
| Respiratory Hazards | N |
| Extreme Temperatures | N |
| Noise and Vibration | N |
| Wetness/Humidity | N |
| Physical Hazards | N |

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | |
|---|---|---|-----------------------------------|
| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|---|---|---|-----------------------------------|

| -Description of Non-Physical Demands- | -Frequency- |
|---|--------------------|
| Time Pressure | F |
| Emergency Situation | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | N |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | O |
| Other (see 2 below) | N |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|---------------------|--|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other (see 3 below) | |
| Recreation/Neighborhood Center | | | |

(3)N/A

