

# CHATTANOOGA HOUSING AUTHORITY

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## JOB OPENING

POSITION TITLE: HCVP Housing Specialist

Salary: \$35,900.00-\$52,100.00

The Chattanooga Housing Authority (CHA) seeks a qualified individual for the full-time position of Housing Choice Voucher Program (HCVP) Housing Specialist to provide a broad range of administrative support functions contributing to the overall effectiveness of the HCVP Department.

The primary responsibilities include, but are not limited to: coordinate and administer the HCVP, and subsidiary programs including, but not limited to, VASH Homeless Veterans Vouchers, Project-Based Vouchers, and voucher programs involving the CHA's homeless preference in a timely and effective manner, as assigned; determine eligibility relating to unit affordability for new and relocating HCVP participants; teach the relocation briefing class for HCVP and VASH participants, as assigned; participate actively in electronic file creation by purging, scanning, and disposing of hard copy participant files; administer the HCVP waiting list for both individual and group eligibility briefings, as assigned; compose and maintain departmental correspondence to participants, landlords, and HUD; update the Service Point Database, used by service providers in Hamilton County to prevent duplication of services, as assigned; assure proper maintenance of office equipment and office supplies, handle confidential matters with discretion; and perform other duties as assigned.

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 resume or completed CHA application and a cover letter explaining your interest in this position to: Chattanooga Housing Authority, 801 North Holtzclaw Ave., Chattanooga, TN 37404, Attn: Human Resources or e-mail to [hr@chahousing.org](mailto:hr@chahousing.org). Applications will be accepted until Thursday, August 24, 2023.

Equal Opportunity Employer