



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Employment Announcement

Program Specialist, 811 Program in the FHDR Division

Job Posting Number: 18-005	State Classification: Program Specialist III (B19)
Division: 811 Program	Posting Date: July 28, 2017
Department: Fair Housing-Data Management-Reporting	Application Deadline: Open Until Closed By Division
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Date Available: Earliest start date for this position is September 1, 2017
Starting Salary: \$3,666.67 - \$4,500.00 / mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

This position is a temporary position estimated to be funded for approximately three to five years or upon full expenditure of the grant program funds, whichever occurs sooner.

The 811 Program Specialist will be responsible for the HUD Section 811 Project Rental Assistance program waiting list, coordinate with participating properties and ensure program compliance by completing household-level file reviews. The position performs complex (journey-level) consultative services and technical assistance work to implement the HUD Section 811 Project Rental Assistance program. Work involves planning, developing, and implementing the program and providing consultative services and technical assistance to program staff, governmental agencies, properties, service providers, or the general public. May train others. Works in a team environment under general supervision, with moderate latitude for the use of initiative and independent judgment. Information on the program can be found at <http://www.tdhca.state.tx.us/section-811-pra/index.htm>.

SPECIFIC JOB FUNCTIONS

- Manages waiting lists for the Section 811 Program and compiles, maintains and generates reports.
- Collects, organizes, and analyzes tenant certifications, verifies housing assistance payments and processes rent adjustments.
- Makes referrals to participating Section 811 PRA Program properties from list of applicants that are ready to apply.
- Serves as the TDHCA Point of Contact for the Section 811 PRA Program properties and service providers/coordinators regarding program referrals, program questions, specific clients, their eligibility and their placement in a participating unit.



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- Utilizes HUD Secure Systems, and other internal data systems, required to track funds.
- Consults with potential applicants, in coordination with their service provider, on how to complete program application materials.
- Tracks and assists with the reconciliation of the Section 811 PRA program tenant voucher balances, and assists with reconciliation of financial services and accounting systems.
- Provides technical assistance for the completion of property-level requirements related to HUD Secure Systems.
- Ensures participating Section 811 PRA Program properties accurately calculate tenant rents and incomes in accordance with HUD-subsidized housing program rules.
- Supports the Department staff conducting oversight and monitoring of its multifamily portfolio and applicable multifamily state and federal regulations.
- Engages with participating Section 811 PRA program properties to compile property information to educate clients on their property choices.
- Assists with the voucher payment process between HUD, TDHCA and 811 Program properties.
- Maintains communication with properties regarding vacancies in their 811 units, turnover, vacancy needs, processing of vacancy payments, etc.
- Screens potential applicants for Project Based Rental Assistance.
- Performs outreach, education and presentations to service providers and property management companies.
- Educates and coordinates with participating Health and Human Service agencies regarding referrals to project based rental assisted units.
- Provides tenant education in coordination with local service providers.
- Provides training and technical assistance to property managers and referral agents.
- Assists with planning and preparation, attends or conducts statewide workshops and meetings, and may represent the program at local, state or national forums.
- Works on special projects and performs other duties as required.
- Performs related work as assigned.
- Approximate travel is 15%.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the 811 Program, including performing risk assessments of the 811 Program's high impact processes and identifying and communicating controls to mitigate unacceptable risks.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.
- Direct experience with housing rental assistance and/or housing voucher program intake, processing, and administration preferred.
- Experience with HUD Secure Systems strongly preferred.
- Experience implementing or enforcing HUD rules and occupancy requirements for subsidized project based housing programs.
- Experience with organizations that work with special needs populations, including persons with disabilities, is preferred.



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OTHER FACTORS

Knowledge, Skills, and Abilities:

- Knowledge of local, state, and federal laws governing affordable housing programs, such as Project-Based Section 8 or operating the Section 811 PRA program
- Knowledge of project-based housing voucher administration.
- Skill in implementing, performing or monitoring the occupancy requirements and procedures governing HUD-subsidized housing programs.
- Knowledge of making rent and income determinations of applicants and EIV eligibility related to HUD-subsidized housing programs.
- Ability to perform recurring detailed documentation reviews.
- Strong interpersonal communication skills and written communication skills. Ability to demonstrate facilitation and presentation skills.
- Ability to understand and correctly implement technical assistance from federal and oversight agencies on both program and HUD data systems.
- Ability to work collaboratively in team and peer work structures.
- Ability to maintain a good working relationship with state agency peers, federal agency oversight administrators, community groups, advocates for persons with disabilities, and potential administrators of TDHCA's multifamily or 811 programs
- Ability to prepare reports, to analyze data, and to operationalize laws and regulations.

ENVIRONMENT/PHYSICAL CONDITIONS

OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.

TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at www.WorkInTexas.com.

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

Resumes will not be accepted in lieu of your online application.



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ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen. Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement. The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded. The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.