



1149 E. South 11<sup>th</sup> Street  
Abilene, TX 79602

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<b>Position:</b>	HCV Housing Counselor/Inspector	<b>Program Affiliation:</b>	Housing Choice Voucher
<b>Reports To:</b>	HCV Supervisor	<b>Salary Range:</b>	\$14.00 - \$20.56
<b>Position Type:</b>	Hourly	<b>Revision Date:</b>	March 24, 2020

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**Essential Functions** *(include, but are not necessarily limited to):*

The Housing Choice Voucher (HCV) Housing Counselor/Inspector will be responsible for the following tasks:

- Update and evaluate eligibility of program participants including eligibility for continuing participation following clearly defined policies and procedures interview housing applicants;
- Investigate and verify applicant and participant information for accuracy and completeness;
- Gather pertinent information concerning such factors as income, employment, financial obligations, and family composition of the applicants, recipients, employers, other public agencies, doctors' offices, hospitals, and other sources;
- Conduct client briefings at New Admission and annually at next Reexamination;
- Prepare written monthly and weekly reports and written correspondence to various agencies, landlords, and businesses to verify applicant data including total family composition, income, assets, and expenses;
- Become familiar with policies set forth in CFR, Administrative Plan, and other HUD notices and handbooks as it relates to HCV program;
- Conduct Housing Quality Standard (HQS) inspections for New Admissions, Recertification's, Specials and in emergency situations to ensure units are in decent, safe and sanitary conditions in an unbiased manner;
- Accurately report inspection results (according to policy) to landlord, tenant, and agency;
- Determine Rent Reasonableness;
- Attend training as required;
- Assist with preparation of Special Reports;
- Willingness to work the required hours and other duties as assigned.

**Minimum Qualifications:**

Candidate must have a Bachelor's degree and/or equivalent education and work experience, be comfortable working in a fast-paced environment with deadlines, be able to read and interpret new policies and procedures, willing to work in the field, possess excellent verbal and written communication skills, have a working knowledge of Microsoft Word, Excel and PowerPoint (Access is a plus) as well as great customer service/people skills.

**Required Certifications:**

1. HCV Eligibility and Rent Calculation
2. Housing Quality Standards (HQS)

*(Must be obtained within the first year of employment.)*

**Benefits:**

Full Benefits – health, dental, vision, life insurance, ten paid holidays and retirement package provided.