



ABILENE HOUSING AUTHORITY

Job Description

Position:	HCV Housing Specialist I	Program Affiliation:	Housing Choice Voucher
Reports To:	HCV Supervisor	Salary Range:	\$16.19 - \$23.78
Position Type:	Hourly	Revision Date:	April 23, 2026

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

The Housing Choice Voucher (HCV) Housing Services Specialist will be responsible for the following tasks:

- Scheduling inspections and monitoring all third-party verifications;
- Handling clients and potential clients confidential information;
- Processing applications and determining initial eligibility;
- Verifying income, family composition and related information obtained through interviews, third party verification or other means;
- Setting up and maintaining files and/or filing system for Housing Choice Voucher eligibility;
- Compiling and updating eligible lists for assistance;
- Inputting information into computer for all applications, family income and composition changes;
- Performing outreach activities to increase landlord participation in housing programs;
- Providing referrals to clients and the public on appropriate community resources;
- Disseminating information on various housing programs;
- Assisting with preparation of special reports;
- Becoming familiar with policies set forth in CFR, Administrative Plan, and other HUD notices and handbooks as related to the HCV program;
- Answering incoming calls and routing those calls according to need;
- Answering client questions concerning all aspects of Housing Authority programs;
- Performing all aspects of waiting list pulls;
- Attending training as required;
- Willingness to work the required hours;
- Performing other duties as assigned;

Minimum Qualifications:

High School diploma.

Required Certifications:

1. HCV Specialist

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

Benefits:

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