

The Housing Choice Voucher Program (Section 8) of Isothermal Regional Commission is looking for a **part time Housing Program Specialist** for the Main Office of the Rutherford Housing Office, located at 111 West Court Street, Rutherfordton, NC.

Duties include:

- Processes applications for Housing Choice Voucher program;
- Establishing and maintaining the waiting list of such applicants;
- Maintain and assure accuracy of the official applicant/tenant files and related computer data entry;
- Prepare and submit HUD reports as required (manual and via telecommunications);
- Audit all applications, new contracts, re-certifications, income change requests, and landlord changes prior to initiating a change;
- Maintain a separate system of checks and balancing procedures via a computer software (Access) database to pinpoint errors prior to each month end close out;
- Issue checks monthly to landlords and utility companies;
- Review and determine the family's responsibility for damages claimed by an owner.
- Issuance of official correspondence to tenants and landlords regarding HAP payments, income changes, program requirements, changes and/or violations, and terminations;

Qualification and skills include:

- Strong Organizational Skills;
- Ability to Multitask;
- Excellent Time Management Skills
- Typing Skills with excellent knowledge of work processing tools (MS Office Word);
- Working knowledge of office equipment;
- Strong Communication Skills (written and verbal);
- Attention to Detail;
- Team Player
- Confidentiality.

Final candidates will be subject to a background check followed by an interview process with the selection committee. This position is open until filled.

Applications are accessed on the Isothermal Regional Commission Website at [www.regionc.org/https://regionc.org/about/employment-opportunities/](https://regionc.org/about/employment-opportunities/). **Resume, cover letter, and signed application must be submitted to sbristol@regionc.org.**

Isothermal Regional Commission is an Equal Employment Opportunity (EEO) Employer.