



The Housing Authority of Covington is committed to creating better neighborhoods by innovatively providing diverse housing opportunities for individuals and families in partnership with the greater community. These communities are focused on opportunities for our residents to flourish by achieving self sufficiency.

This Housing Specialist is responsible for processing the initial certification of applicants for The Housing Authority's public housing program and verifying eligibility for continued occupancy. This is a highly responsible position that ensures both applicants and tenants are eligible for subsidized housing assistance. Close coordination with leasing and property management staff is required. The ideal candidate must enjoy working with numbers, have a keen attention to detail and the ability to work in a fast paced environment.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

- Schedule and conduct annual and interim resident interviews within established timeframes.
- Verify all sources of income, family composition and collect required forms for compliance. Enter tenant information to agency software system.
- Calculate tenant rent.
- Notify resident and property manager of rent changes and create retro rent change worksheet.
- Monitor whether tenants are under or over housed and notify appropriate property manager.
- Conduct all job functions in alignment with HUD regulations, Fair Housing laws, and the agency's Admissions and Continued Occupancy Policies (ACOP).
- Develop relationships with tenants and provide excellent customer service. Educate tenants on program requirements and family obligations.
- Maintain accurate and complete applicant and/or tenant files.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Skills/ aptitude with computer software solutions designed for leasing and re-certifications.
- Must be proficient in basic business math (addition, subtraction, multiplication, division and calculation of fractions and percentages) and possess problem solving skills.





- Ability to receive and handle information in a confidential manner. Ability to act in a fair and ethical manner towards others.
- Must enjoy working with numbers and have a keen attention to detail.
- Knowledge of HUD regulations and eligibility requirements for subsidized housing assistance.
- Practical knowledge of the community, as well as state and federal resource agencies.
- Ability to establish and maintain effective working relationships with diverse populations while building trust by responding to customer needs within established timeframes.
- Knowledge of special needs populations, such as the elderly, handicapped, etc.
- Good communication skills, both oral and written.

MINIMUM EDUCATION AND EXPERIENCE:

- Associates' degree required, Bachelor's degree preferred.
- Minimum 2 years of experience in the affordable housing industry, particularly with determining tenant eligibility and re-certifying tenants on an annual basis. Or an equivalent combination of training and experience to meet the required knowledge.
- Within one year, become certified as a Housing Specialist. Other certifications may also be required.

Please submit a resume to HR@hacov.org or apply via Indeed.com [HOUSING AUTHORITY OF COVINGTON, KY Jobs and Careers | Indeed.com](#)



2300 MADISON AVENUE ■ COVINGTON, KY 41014 ■ 859.491.5311 ■ FAX 859.292.3240 ■ TTD/TTY 800.545.1833-EXT 765

