



Housing Choice Voucher Specialist

The Aurora Housing Authority (AHA) is seeking qualified applicants for the position of Housing Choice Voucher (HCV) specialist. Under the general supervision, the HCV Specialist is responsible and accountable to the HCV Director with a wide range of activities related to determining and documenting applicant and/or participant eligibility, income, rent and contractual relationships with owners in support of the Housing Choice Voucher (HCV) operations using written administrative policies and procedures. The position requires full accountability for assigned cases including accurate and complete files, resolution of customer service cases, and responsiveness to participant and landlord inquiries.

Requirements:

- Associate's degree from an accredited college or university with a major in Finance, Information Technology, Urban Planning, Business/Public Administration or related field
- A minimum of four years of progressively responsible work experience for a public agency, or related work in the social service or community service field preferred. Four-year degree from a regionally accredited institution may substitute two years of experience
- Must have an accredited HCV Certification (Specialist of Occupancy or HCV Specialist Certification) or the ability to obtain within 6 months of hire
- Must possess a valid Illinois driver's license
- Must be able to pass a criminal background check

Salary is commensurate with experience and education. Interested applicants please email your letter of interest and resume to Mrs. Tracey Robinson at traceyrobinson@auroraha.org No faxes will be accepted. Position shall remain open until filled.