

**MEDINA METROPOLITAN HOUSING AUTHORITY**  
An Equal Opportunity Employer  
**JOB DESCRIPTION**

<b>Job Title:</b>	Management Assistant – Housing Choice Voucher Program
<b>Supervisor:</b>	Program Director
<b>Employment Status:</b>	Full-time, Bargaining Unit Position
<b>FLSA Status:</b>	Non-Exempt
<b>EEO Job Category:</b>	05 – Administrative Support
<b>Positions Supervised:</b>	None

**Job Summary:** Provides administrative support to the Section 8 Housing Choice Voucher Program covering initial and continued eligibility determination for clients

**Duties and Responsibilities:**

- Receives and responds to all inquiries regarding the Section 8 Housing Choice Voucher Program; disseminates information pursuant to policy
- Calculates rent portions for clients
- Conducts application review process including setting appointments with applicants, conducting eligibility interviews, verifying information pursuant to policy and regulation, and preparing recommendations for the Program Manager
- Performs applicant and client training sessions including Briefing Sessions and one-on-one program information sessions
- Prepares necessary correspondence and reports, as directed
- Calculates assistance payments, and prepares related correspondence for clients' housing assistance
- Tracks changes in clients' rent portions for monthly reconciliation
- Responds to complaints received from clients and member of the general public.
- Schedule inspections, in concert with other staff, for possible new rental units, annual HQS inspections, and complaint reviews
- Initiates move-in and move-out inspections consistent with Agency procedures and HUD regulations
- Assists with the receptionist duties as needed
- All other duties as assigned.

**Skills and /or Experience:**

- High School Diploma or GED required; supplemental coursework in office procedures preferred
- Ability to work with a variety of people and across diverse cultures
- Computer literate with a working knowledge of Microsoft Office Suite software and strong typing skills
- Strong math and analytical skills

**Inherently Hazardous and/or Physically Demanding Working Conditions:**

- The essential functions of this job require the encountering of irate clients or individuals and be exposed to environmental factors including cold, excessive heat, noise, fumes, dirt, contagious diseases, unsanitary conditions, insect infestation, bodily wastes, odors, common office chemicals, and may involve lifting of up to 40 pounds

- This position's incumbent may be required to transport clients and/or make inspections

**Additional Requirements:**

- Must successfully undergo a criminal background check
- Must possess a valid Ohio Driver's License and be acceptable to the Authority's automobile insurance provider
- Must provide proof of eligibility to work in the United States
- Must be able to deal with culturally diverse populations and perform within strict ethical standards
- This position may require additional training and travel in order to meet performance expectations

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. Employee signature below signifies review and understanding of the contents.**

\_\_\_\_\_  
Executive Director/Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)