

**ALLEGHENY COUNTY HOUSING AUTHORITY**  
625 STANWIX STREET, 12<sup>TH</sup> FLOOR, PITTSBURGH, PA 15222

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**Authority Position Available: HOUSING COUNSELOR**

**Date Posted: August 13, 2014**

**SUMMARY:** This full time, 35 hour/week administrative position is responsible for ensuring the compliance of the Housing Choice Voucher Program participants and landlords with all relevant federal and Authority rules and regulations.

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**ESSENTIAL JOB FUNCTIONS:**

1. Maintains multiple case files of program participants.
2. Verifies eligibility of participants and landlords.
3. Briefs participants on Section 8 rental assistance according to the Authority's Agency Plan, federal rules and regulations, and sound counseling principles.
4. Communicates with landlords, agents, and real estate office personnel.
5. Accurately calculates tenant payments and housing assistance payments in accordance with HUD regulations.
6. Keeps thorough, accurate records of documents to assist in the development of statistical data and reports.
7. Works closely with inspection staff with regard to inspection of units and rent reasonableness
8. Executes contracts and leases between ACHA and tenants
9. Works with and understands the Elite system, making all adjustments in the system when necessary.
10. May be assigned other duties, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

**EDUCATION/EXPERIENCE:**

High school diploma or equivalent required, college degree preferred. Minimum two (2) years experience in counseling, preferably in the fields of housing management, Section 8 housing, or real estate, or equivalent combination of education, training and experience. Must be computer literate and proficient in the use of Adobe and MS software (Windows; Outlook; Word; Excel; Access).

**SPECIAL REQUIREMENTS:**

1. Possess knowledge of general operations and procedures of a public housing agency (PHA).
2. Must be highly organized and have the ability to manage caseload utilizing proprietary software used by ACHA.
3. Possess knowledge of the local, state and federal laws governing public and other subsidized housing programs, including health and fire regulations, landlord/tenant regulations, leasing of property and eviction.
4. Familiar with real estate industry, local housing issues, counseling principles and procedures.
5. Must possess and maintain a current and valid Pennsylvania Driver's License
6. Ability to communicate with people from a broad range of social and economic backgrounds
7. Familiar with dispute resolution concepts.
8. Able to report to work at the scheduled time and is seldom absent from work and is able to complete work in a timely, accurate and thorough manner and is conscientious about assignments.
9. Able to communicate effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Authority.
10. Able to exhibit a professional manner in dealing with others, work to maintain constructive working relationships and develop a thorough working knowledge of assigned programs and associated regulatory requirements.

**PHYSICAL REQUIREMENTS:**

Able to physically perform the duties and to work in the environmental conditions required of a position of this class. Must have a level of manual dexterity sufficient to allow for operation of personal computer, telephone, fax machines, calculator, etc. Ability to move, handle or lift small objects around desk area, i.e. files, computer printouts, reports, calculator, office supplies, etc.

**As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.**

*Frank Aggazio*

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY, ATTN: HR,  
625 STANWIX STREET, 12<sup>th</sup> FL., PITTSBURGH, PA 15222 OR EMAILED TO: [hr@achsng.com](mailto:hr@achsng.com)  
AN EQUAL OPPORTUNITY EMPLOYER