



# YOUNGSTOWN

## NOTICE

**Management /Clerical DIVISION  
(AFSCME LOCAL 288)**

**BIDS WILL BE RECEIVED for : Housing Choice Voucher Specialist**

**POSITION SUMMARY:** This position is responsible for processing applications and determining eligibility, Annual and Interim recertifications within required time frames, contracts and leases and portability for programs associated with the Housing Choice Voucher Program and Project-Based voucher program in accordance with applicable Federal and Authority regulations and policy, as amended. Must consistently apply eligibility requirements, subsidy calculation requirements, verification procedures, follow-up procedures and accurately maintain client and landlord files. Must also consistently communicate with and maintain professional relations with applicants, participants, landlords, staff and general public.

essential functions.

**Hourly Rate:** \$20.27 / hr.  
**Date of Posting:** Monday, May 18, 2026  
**Date of Closing:** Friday, May 29 ,2026

**Must be received in the Department of Human Resources by 4:30 p.m. Friday, May 29, 2026  
Please submit resume to the office of Director of Administration.**

131 West Boardman Street • Youngstown, OH 44503-1399  
330-744-2161 • Fax 330-742-4826 • TDD: 330-742-2996





YOUNGSTOWN METROPOLITAN HOUSING AUTHORITY  
JOB DESCRIPTION

JOB TITLE: Housing Specialist

FLSA STATUS: Non-exempt

JOB CODE:

UNION STATUS: AFSME Local 288

DIVISION: Housing Choice Voucher Program

REVISION NO.

REPORTS TO: Department Supervisor

REVISION DATE: October 5, 2016

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**ESSENTIAL JOB FUNCTIONS:**

1. Assist applicants with application process, required documentation and make eligibility determinations;
2. Conduct group briefings as assigned;
3. Schedule appointments and interview clients in person or via other means as accommodation;
4. Compose official business correspondence and form letters as required;
5. Verify and comply with all information pertaining to applicant eligibility and participant requirements as established in the Housing Act of 1937, as amended; HUD regulations under CFR Part 982 and 983, Administrative Plan and Homeownership Program and any other policies or procedures in effect for proper administration of job functions;
6. Accurately calculate income, assets, expenses and allowances and determine subsidy in compliance with HUD regulations and YMHA Administrative Plan; rent adjustments and retroactive payments;
7. Process Interim Recertifications on a monthly basis;
8. Process Annual Recertifications on a monthly basis;
9. Generate and compile Housing Assistance Payment contracts and leases;
10. Assist with compiling and assembling reports and information packets;
11. Meet all HUD and YMHA deadlines;
12. Schedule Housing Quality Standards inspections; maintain inspector schedules and be familiar with Housing Quality Standards as assigned;
13. Assist clients during designated Walk-In hours;
14. Be primary point of contact between YMHA and voucher program landlords;

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14. Be primary point of contact between YMHA and voucher program landlords;

15. Maintain positive working relationships with service providers and other social service agencies.
16. Assist clients throughout their participation in programs administered and ensure compliance with all program policies and procedures;
17. Maintain office supplies;
18. File records appropriately.
19. Other duties as assigned.

**EDUCATION REQUIREMENTS:** Must be a high school graduate or equivalent.

**EXPERIENCE:** Must have two (2) years working knowledge of modern office practices and procedures. Word processing, data entry, spreadsheets and HUD housing programs or social service experience preferred.

**SKILLS:** Must have strong written and verbal communication skills. Ability to read and interpret complex documents and requirements and explain to clients and landlords. Ability to operate latest technological equipment including use of word processing, spreadsheets, Internet browsing and composing business correspondence. Must have strong math skills including complex computations, reading comprehension and problem solving skills. Must be able to communicate effectively in front of large groups. Must maintain courteous and professional communications with clients, landlords, general public and co-workers. Must be able to work harmoniously with others in a dedicated team environment.

**TYPICAL PHYSICAL DEMANDS:** Requires manual dexterity to operate computer and other office related equipment. Requires visual acuity to read words and numbers. Required to communicate orally in person, telephone, email and other communication devices. Requires ability to tolerate prolonged sitting and telephone work. Bending, reaching and lifting up to 25 pounds required. Normal range of hearing and vision.

**TYPICAL MENTAL DEMANDS:** Must be able to handle large volume of files, telephone calls and clients. Must be able to define problems, collect data, establish facts and draw conclusions. Must be able to handle on-going multiple projects. Must be able to multi-task and follow priority tasks. Must be able to handle stress under deadline pressure and manage frequent interruptions.

**WORKING CONDITIONS.** Individual will work in a typical office setting. Occasionally may be required to work flexible schedules to accommodate the department requirements. May also be required to travel to and/or work in a satellite location.

**OTHER REQUIREMENTS:** The candidate must possess and maintain valid driver license with an insurable record under the terms and conditions of YMHA's auto liability policy.

As a condition of employment, the candidate must agree to and pass a drug screen, criminal background check and motor vehicle check. The candidate may also be required to take a basic math and reading test. The Housing Authority mandates that any employee hired on or after May 1, 2006 be paid by direct deposit to the financial institution of the employee's choice.

10-5-16

Louis J. Mahon  
Dennis Jaworski  
10/5/2016

 10-5-16  
Leiona Staron 10/5/2016