



Lake County Housing Authority has an immediate opening for a:

Portability Specialist

Under the supervision of the Director of HCV, the Portability Specialist is responsible for managing a caseload of HCV participants, conducting briefings, processing all participant port out and port ins and determining HAP and tenant rent calculations. At all times maintains a respectful and helpful attitude toward all program applicants, participants, other staff and the general public.

ESSENTIAL FUNCTIONS:

1. Manage an assigned caseload of HCV participants.
2. Conduct participant briefings.
3. Process and monitor participant port out.
4. Process and monitor participant port in.
5. Determine housing assistance payment and tenant rent calculation.
6. Educate participants on program requirements and family obligations.
7. Process all transactions within the PHA's required business systems.
8. Maintain accurate and complete applicant/participant files.
9. Provide excellent customer service to participants, landlords, co-workers, clients and vendors.
10. Conduct all job functions in alignment with the PHA's Administrative Plan, HUD regulations and other state and local requirements.
11. Ensure regular attendance and punctuality.
12. Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

1. Associates degree, preferably including courses in business practices and social services.
2. Two to five years' experience working with clients in a social services setting.
3. Or any equivalent combination of education, training and experience to meet the required knowledge, skills, and abilities of the position.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license and automobile insurance coverage.
2. Must be bondable.

DESIRABLE QUALIFICATIONS:

1. Experience as a social service intake person or subsidized housing project manager.
2. Experience as an interviewer or caseworker.
3. Bachelor's degree or advanced technical study from an accredited institution.

Please send resumes to:
recruitment@lakecountyha.org

FAX: 847-223-7910

No phone calls please

Lake County Housing Authority is an Equal Opportunity Employer.

