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*"Committed to Safe and Affordable Housing"*

**Job Title:** Section 8 Housing Facilitator  
**Classification:** Non-Exempt  
**Category:** Social Services  
**Salary Range:** \$22.00 - \$32.00 Hourly

**Definition**

General responsibilities include housing tenants, maintaining tenant records and performing routine landlord duties appropriately under the rules and regulations set by various affordable housing programs including the Family Housing/Low Rent Program, the Section 8 Program (Housing Choice Vouchers), housing for the homeless, veterans, farmworkers, the elderly, and the disabled.

**Typical Work**

- Stay current with U.S. Department of Housing and Urban Development Federal Regulations as they relate to Section 8 Housing programs.
- Maintain required reports and statistics. Prepare reports on a monthly and annual basis, as required.
- Facilitate and mediate communication with assigned clients and landlords, as needed.
- Negotiate with landlords to promote de-concentration of Section 8 voucher holders.
- Respond to inquiries, phone calls, correspondence, and e-mail in a timely and responsive manner.
- Perform program orientations to educate and inform applicants of program requirements and responsibilities.
- Coordinate with the Housing Quality Inspector to ensure timely inspections at admission to program, annual re-certification and condition of unit inspections.
- Maintain proper maintenance of client files and computer records to ensure accuracy according to HUD regulations and YHA policies and procedures. This includes renewing contracts for Section 8 housing participants, including interims and re-certification/review of income and household composition.
- Respond in a timely manner to all allegations received such as drug-related criminal activity, violent criminal activity, any sexual offense, fraud allegations, income discrepancies, household composition and any program participant responsibilities that have been violated. Attend informal hearings and Third District Court pertaining to any of the above allegations.
- Calculate and collect payments for unreported income by participating clients and attend information hearings, as required.
- Coordinate and collaborate with Accounting Department to ensure accurate and timely housing assistance payments (HAP) to landlords. Run trial Housing Assistance Payments (HAP), check for accuracy and correct errors on a bi-monthly and monthly basis.



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- Promote the self-sufficiency program with all new clients who are given the opportunity to participate in the Section 8 programs. This information is provided when the orientation is given.
- Explain the benefits, advantages and encourage clients to participate in the self-sufficiency program. Existing clients are encouraged and referred to self-sufficiency case managers as income increases.
- Collaborate with self-sufficiency case managers to ensure income changes are completed and forwarded in a timely manner.
- Communicate with outside agencies to share appropriate information regarding mutual clients.
- Establish new contacts and maintain communication with current community agencies.
- Prepare and present programs to various community organizations.
- Interpret Federal Regulations to ensure that families have continued assistance when HUD and an owner of an apartment complex end a contract with HUD by the prepayment of a mortgage or voluntary termination of the mortgage contract.
- Work with participants that are using portability to travel to our jurisdiction. Insure that required forms are complete and participants are given an orientation.
- Attend staff meetings

#### **Knowledge and Abilities**

Excellent communication skills; ability to meet and deal with the public in a pleasant and courteous manner; Strong mathematical, writing, and spelling skills; well organized and detail oriented; ability to prioritize multiple tasks; proficient computer skills; knowledge of standard office equipment including Microsoft Office applications.

#### **Legal Requirements**

Additional licenses or certifications may be required. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for this position.

#### **Desirable Qualifications**

High school diploma or GED; AND at least one year of experience in property management, real estate, case management, social services, or similar field; AND ability to speak, read, and write fluent English and Spanish; AND the ability to perform the work.

#### **Benefits**

Yakima Housing Authority offers a competitive benefits package including:

- Medical, dental, and vision coverage
- Life Insurance
- Short and Long Term Disability coverage
- Paid Time Off
- Retirement Plan
- 12 Paid Holidays

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