**HCV Specialist**

What you will be doing:

The Housing Choice Voucher Specialist is responsible for managing a case load which involves interviewing program participants, determining eligibility for a variety of Section 8 housing programs, calculating rent, working with tenants and landlords. Adhering to policies and regulations is vital. Works with coworkers to conduct recertification's and complete special projects as requested.

Skills you must possess:

Must be able to take the initiative and work independently, with minimal supervision, precision to details, and ability to manage time well is required. Applicant is required to pass HCV Certification Exam to maintain employment. Must possess a valid Florida driver’s license. Successful applicant possesses a Bachelor’s degree in social services or related field along with housing experience.

Pasco County Housing Authority is an Equal Opportunity Employer. A drug and tobacco free work place. A comprehensive benefit package is available for fulltime employees.

Job Type: Full-time

Salary: $48,787.00 per year