



Area Housing Authority of the County of Ventura Career Opportunity

Open Position: Housing Technician, Two Openings

Schedule: 10/40 Workweek, Monday – Thursday 7:00a.m. - 5:00p.m.

Type: Full-time, Regular (benefits eligible), Non-Exempt

Pay: Starting \$22.57/hour

The Area Housing Authority of the County of Ventura is looking for a dynamic person to join its Housing Rental Assistance team to help local families afford clean, safe and comfortable housing. Please carefully review the job description starting on page 3 for a full understanding of the essential duties and requirements of the Housing Technician position.

**Deadline to submit completed applications:
Thursday, February 17, 2022 by 5:00 PM**

Applicants MUST complete the application and supplements in its entirety and submit to Human Resources:

- *AHA Employment Application*
- *Supplemental Questionnaire*
- *Notice to Applicants*

TO APPLY for the HOUSING TECHNICIAN position:

Submit the completed application in its entirety via fax, U.S. mail, or email to the address below. All applicable documents must be received by the final filing date on **Thursday, February 17, 2022 by 5:00 PM.**

Email to: humres@ahacv.org

Fax to: (805) 480-9951

US mail: Attn: Human Resources, 1400 W. Hillcrest Drive, Newbury Park, CA 91320

The Area Housing Authority of the County of Ventura is committed to providing equal opportunity in employment for all persons, regardless of race, religious creed, color, national origin, ancestry, physical ability, mental disability, medical condition, marital status, sex, age, sexual orientation, genetic information, gender, gender identity or expression, or any other basis protected by applicable law. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or facility of the AHACV on the basis of these factors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and AHACV policies, procedure, and processes.

Upon request, reasonable accommodations in the application process can be provided to individuals with qualifying disabilities. Please contact Human Resources for further information or to request an accommodation.

APPLICATION PROCESS:

Applications received on or before the deadline will be carefully screened by Human Resources prior to submission to the hiring manager for minimum qualifications. Written and computer skills/knowledge evaluation tests may be conducted as part of the applicant screening process.

The final candidate must successfully pass a post-offer, pre-hire drug screen; a routine criminal background check; and a physical functional assessment to demonstrate the incumbent's ability to physically perform the essential functions of this position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act.) All post-offer, pre-hire test costs will be paid by the AHA. The successful candidate must also provide documentation confirming eligibility to work in the United States.

SALARY GRADE: E2

SALARY RANGE: \$22.570 - \$27.579 per hour
Non-Exempt Position, subject to applicable law
Regular Full-Time position

DEPARTMENT:

Section 8

REPORTS TO:

Section 8 Supervisor

DATE WRITTEN:

March 1, 2006

DATE OF LAST UPDATE:

July 1, 2021

BRIEF SUMMARY OF THE POSITION

Under general supervision, performs a wide variety of technical and clerical work to assist individuals and families in obtaining affordable housing through the Housing Choice Voucher [HCV] program; interacts with property owners participating in the affordable housing programs; maintains the integrity of the housing programs by ensuring that both clients and property owners are aware of and consistently adhere to the housing guidelines established by the AHA and HUD.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed below. Typically, this would be gained through:

- High school graduate **and**
- Two years' experience working with the public in a clerical or retail environment **and**
- Possession of a HCV Specialist or HCV Rent Calculations Compliance Certification.
If this certification is not currently held, it must be earned within one year of appointment to this position.

PREFERRED Education and Experience

- Two years' experience working in caseload management environment, preferably in a public housing organization or social service agency.
- Knowledge and experience with pertinent real estate statutes, regulations, codes and practices relative to landlord/resident relationships and housing assistance programs.
- Experience in the procedures, methods, and techniques of conducting housing inspections.
- Current knowledge of the fair housing principles, practices and guidelines of Federal, State, and local agencies, for federally assisted housing management programs.
- College degree preferred. Two years of course work in a closely related field may be substituted for one year of experience. Experience used to satisfy the education requirement must be in addition to any other experience required for this position.
- Intermediate proficiency with Yardi and MS Excel, Word and Outlook.

ESSENTIAL FUNCTIONS OF THE POSITION include but are not limited to

- Process assigned monthly HCV client caseload.
- Perform data entry of relevant data gathered for annual client income and other eligibility re-certifications.
- Maintain accurate records of the AHA HCV Program.
- Quickly resolve client and property owner issues by using AHA Administration Plan, HUD/State and Federal regulations guidelines.
- Full-time, reliable and predicable attendance in the main office.
- Be available during Agency business hours to meet client needs, coordinate with co-workers, attend face-to-face meetings, and handle day-to-day operations necessary for the position.

ESSENTIAL FUNCTIONS REPRESENTATIVE TASKS

Essential and other important duties may include, but are not limited to, the following:

- Ensure program compliance including inspection requirements by clients/owners.
- Set-up and process all stages of client files: re-certification, interims, new and termination of leases, and client terminations. Client file activities may include inputting information into computerized systems; performing HUD calculations; creating narratives; research and investigation of data; preparing notices to clients and property owners regarding changes in status; receiving information and processing changes; maintaining records-including mail; preparing reports; purging and filing client files.
- Establish, maintain and foster a positive working relationship with property owners, clients, vendors, outside agencies and AHA staff regarding complaints, inspections, program terminations, etc.
- Schedule, prepare and conduct general informative meetings, re-certification interviews, interims and hearings.
- Explain program procedures and requirements to program participants.
- Read, interpret and implement HUD regulations or program changes associated with HCV, or any other rental assistance programs administered by the AHA.
- Respond to telephone and written inquires from clients and property owners.
- Counsel property owners and tenants concerning program rules, regulations, obligations, rights and other relevant matters.
- Submit third-party verifications during re-certification process.

MARGINAL FUNCTIONS REPRESENTATIVE TASKS

- Conduct home visits to interview clients
- Conduct housing unit inspections by going into the field and listing deficiencies and enforcing compliance with housing quality standards (HQS), HUD, and AHA requirements; complete and submit inspections following AHA HQS Inspection guidelines.
- Perform necessary investigations, when and as needed.
- Perform assigned additional professional duties and responsibilities as directed.

REQUIRED QUALIFICATIONS, TRAITS AND SKILLS

Knowledge of:

General office and organizational skills, i.e. filing, accurate record keeping, telephone assistance, etc.; General office equipment and practices, including but not limited to, procedures, letter writing, file documentation, etc.; Basic mathematical skills, including but not limited to, the ability to add, subtract, multiply, divide, and find percentages; Basic computer skills in Microsoft Windows programs, especially Word and Excel; Excellent communication skills; Use of proper grammar and spelling in business setting while using internet, e-mail and other written documentation.

and the **Ability to:**

Organization and Document Processing Activities:

Multi-task a variety of job related responsibilities; Work under pressure in a dynamic work environment, and meet schedule deadlines with minimal day-to-day supervision; Schedule, prepare and conduct general informative meetings, interims, re-certification interviews and hearings; Establish and maintain an effective record management system, including storage and retrieval; Create documents, including concise reports, in Microsoft software; Learn and use YARDI software for data entry, file maintenance and letter generation; File all assigned documents within five days of receipt; Read, understand, interpret, become proficient in and follow strict grant applicable laws, rules, regulations and programs; Consistently demonstrate high organizational skills, attention to detail and time management; Operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions, including efficient use of a computer; and Exercise independent judgment while recognizing and establishing priorities.

Interpersonal Activities:

Work with individuals from diverse ethnic and cultural backgrounds; Provide excellent customer service using interpersonal skills reflecting calmness, courtesy and discretion; Remain friendly, compassionate, and patient while demonstrating good listening skills; Exercise tact and diplomacy in the handling of difficult people and situations, either on the telephone or in person; Maintain confidentiality in dealing with client information; Communicate clearly and concisely in oral and written English; Professionally conduct interviews and make presentations to small groups; Maintain prompt, polite and dependable responsiveness to others; Maintain cooperative working relationships with AHA staff, the general public, various governmental agencies, and property owners; Tactfully communicate bad news scenarios to individuals and families.

Other:

Obtain an HCV Specialist Training or HCV Rent Calculation Compliance Certification within one year of appointment to this position; Perform all work using the highest ethical and confidential standards; Tolerate the stress of short timelines and conflicting demands. Exercise independent judgment. Demonstrate high organizational skills, attention to detail and time management skills. Maintain a well-organized work area.

PREFERRED QUALIFICATIONS FOR THE POSITION

Ability to communicate clearly and concisely in oral Spanish.

ADDITIONAL REQUIREMENTS

- Must maintain regular and punctual attendance during normal workweek of Monday-Thursday 7:00 a.m. to 5:00 p.m. for face-to-face interactions with the public, clients, co-workers and management. Additional hours may be required to complete assigned tasks.
- Must maintain access to an automobile or other means of transportation, when and if required to travel on AHA business; and may be required to drive to/from main office and assigned sites.
- Must possess and maintain a valid California driver's license and current automobile insurance in accordance with California law, including a periodic review of recent DMV history.
- Must comply with all company policies and procedures.
- Must establish and maintain effective and cooperative work with others and answer to all levels of management.
- Must be bondable.
- Must work at assigned location(s).
- Must work overtime as assigned on holidays and weekends.
- May be required to attend appropriate technical training workshops and classes overnight via plane or auto as assigned.

ADA COMPLIANCE SUMMARY:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks may require occasional need to lift items weighing up to 29.5 pounds. Tasks may require ability to operate a vehicle to drive on AHA business.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.



Area Housing Authority of the County of Ventura

1400 West Hillcrest Drive • Newbury Park, CA. 91320-2721 • (805) 480-9991, ext. 840 • (800) 800-2123 • FAX: (805) 480-9951

EMPLOYMENT APPLICATION – HOUSING TECHNICIAN

An Equal Opportunity Employer

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability, or any other legally protected status.

A RESUME WILL NOT SUBSTITUTE FOR THE INFORMATION REQUESTED IN THIS APPLICATION

PERSONAL INFORMATION

Please Print Clearly

Form with fields for Last Name, First Name, Middle Name, Today's Date, Current Street Address, City, State, Zip, Permanent Street Address, Cell phone number, Home phone number, Best daytime phone number, E-Mail Address, Position applying for, Salary desired, Have you ever worked for the Area Housing Authority before?, How did you learn about this opening?, Do you have any friends or relatives working for the Area Housing Authority?, Are you a Section 8 landlord?, Are you a participant or applicant of any Area Housing Authority programs?, If hired, would you have a reliable means of transportation to and from work?, Do you have a valid California driver's license?, Are you at least 18 years old?, Have you ever served in the military?, Are you legally eligible to work in the United States?, and a final statement: The AHA will consider reasonable accommodation measures that may be necessary for eligible applicants and employees to perform the essential functions of the job. If you need an accommodation for interviewing or job testing, please contact Human Resources immediately.

EMPLOYMENT HISTORY

Starting with your most recent employer, list all present and past employment for the last **ten** years. List each change of title or promotion separately. Explain any gaps between employment periods. **If more space is needed, use additional sheets.** Include relevant volunteer experience. *It is not acceptable to write "See Resume".*

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Yes **No** Have you ever been involuntarily terminated or requested to resign from any position? *(Do not include layoffs)*
If "Yes", explain or attach separate sheet if necessary:

EDUCATION, TRAINING AND EXPERIENCE

Check the appropriate box: *(If no diploma, list the highest grade you completed)*

High School Diploma GED or High School Equivalency Certificate No Diploma # Years Completed : _____

List Colleges, Universities, Vocational and/or Business Schools You Attended

School Name	School Address	Years Completed	Major Course of Study	Degree Awarded?	Degree Title or # units completed	
				Y / N		
				Y / N		
				Y / N		
List Professional Licenses or Certificates That You Currently Hold		Date Issued	Date Expires	Number and State		Was License or Certification ever revoked or suspended?
						Y / N
						Y / N
List computer software in which you are proficient <i>(if applicable for this position)</i>						
<input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at the Area Housing Authority? If "Yes," please explain:				
COMPLETE FOR BILINGUAL POSITIONS ONLY						
<input type="checkbox"/> Yes <input type="checkbox"/> No Some of our clients do not speak English. Do you speak, write or understand any other languages?						
If "Yes", list them below. <i>(including Sign Language)</i>						
1. _____		Written Fluency <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair		Spoken Fluency <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair		
2. _____		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair		

REFERENCES

List two people below whom we have your permission to contact **who have knowledge of your work performance** within the last five years. **Do not list personal or social references.**

First Name	Last Name	Best Telephone Number To Reach This Person () ()		
How they know you				Number of Years Acquainted
Their current occupation		Best email address to reach this person		
First Name	Last Name	Best Telephone Number To Reach This Person () ()		
How they know you				Number of Years Acquainted
Their current occupation		Best email address to reach this person		

**Area Housing Authority of the County of Ventura
Area Housing Authority Employment Application – Page 4**

Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my opportunity for employment and the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of a material fact on this application or on any document used to secure employment, including my resume, shall be grounds for rejection of this application or for immediate discharge, if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize the Area Housing Authority of the County of Ventura to thoroughly investigate my references; work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Area Housing Authority of the County of Ventura any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Area Housing Authority of the County of Ventura, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that if offered employment, the offer will be contingent on my passing these pre-employment screenings: illegal drug and marijuana test; physical; criminal background check; prior work history verification; and E-Verify eligibility to work verification. By signing this application, I **voluntarily agree** to submit to a pre-employment alcohol/drug screen, pre-employment physical, and background check upon request. I understand that failure to pass any of these post-offer, pre-hire activities will result in withdrawal of the employment offer. I understand to be eligible for hire and if offered employment, I must meet all Area Housing Authority of the County of Ventura and HUD requirements applicable to this position.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Area Housing Authority of the County of Ventura. No manager, supervisor, or employee of the Area Housing Authority of the County of Ventura has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Executive Director has the authority to make any such agreement and then only in writing, None of the Area Housing Authority of the County of Ventura’s Human Resources policies and procedures are intended to interfere with employees’ right to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers.

My signature below certifies that I have read and understand the contents of this Employment Application, including the initialed paragraphs above, and agree to the terms and conditions outlined in this application. I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

_____ Applicant’s Signature

_____ Date

_____ Applicant’s Printed Name

NOTICE TO APPLICANTS

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA USE OF BACKGROUND AND INVESTIGATIVE REPORTS

The Area Housing Authority of the County of Ventura [AHA] may use a variety of methods to confirm your prior work experience, criminal activity, driving record, character, general reputation and personal characteristics. This information may be used in decisions about your employment at the AHA.

Although the AHA application package only asks for your employment history for the past ten (10) years, the AHA may seek confirmation of relevant prior work history throughout your entire work history.

To obtain this information before, the AHA may:

- contact your prior employers via phone, fax or mail;
- conduct a background and investigative report via a third party;
- search local court records via the internet and through a third party;
- contact educational institutions to confirm levels of education obtained;
- contact those individuals you identify as personal references.

You have the right to decline authorization of these reports. However, without these reports, the AHA may not be able to properly confirm whether you meet the job requirements; and the AHA may decide not to offer you employment.

If the AHA uses a third party to conduct these background and investigative reports, the AHA will certify to that third party that we have notified you of your rights, obtained your permission to get the background check, complied with all of the FCRA requirements, and won't discriminate against you or otherwise misuse the information in violation of federal or state equal opportunity laws or regulations.

If you authorize the AHA to conduct these background and investigative reports, you must indicate your authorization by your signature and date at the bottom of this page.

My signature below certifies that I have read and understand the contents of this Notice, and further, that I agree to the terms and conditions outlined in the AHA application package.

Applicant's Signature

Date

Your Printed Name

Before the AHA takes an adverse employment action, (for example, not hiring an applicant or firing an employee based on background information obtained through a company in the business of compiling background information), the AHA will give the applicant or employee:

- a notice that includes a copy of the consumer report the AHA relied on to make its decision;
- a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act"

The purpose in providing you a notice in advance of taking an adverse employment action is to allow you the opportunity to review the report and explain any negative information.

If an adverse employment action is taken, the AHA will tell you (orally, in writing, or electronically):

- that you were rejected because of information in the report;
- the name, address, and phone number of the company that providing the report;
- that the company providing the report didn't make the hiring decision, and can't give specific reasons for it; and
- that you have a right to dispute the accuracy or completeness of the report, and to get an additional free report from the reporting company within 60 days.

The AHA disposes of background reports in full compliance of EEOC and FTC regulations, and within the AHA's record retention policy. All paper records are destroyed securely by a third party shredding company. Electronic files or media are destroyed or erased so that the information cannot be read or reconstructed.