

**HCV Program Specialist
Housing Choice Voucher Program**

Our Program Specialist are responsible for performing a variety of client-service tasks in the development, implementation, and delivery of housing services to new and continuing assisted housing program participants. Program Specialist provide program information and requirements to participants and landlords. They assure program compliance according to Part 982 of CFR and required record maintenance.

To perform this job successfully, an individual must demonstrate the following competencies:

- Work effectively with diverse economic population (must be demonstrated at all times)
- Ability to perform mathematical calculations
- Ability to communicate effectively; verbally and in writing

Individuals must have the following qualifications:

- High school diploma/GED required; supplemented by college level courses
- 1 year work experience in public or private housing management operations
- Experience with Microsoft Office

Interested applicants submit resume as follows:

Administrative Services
Housing Authority of Kansas City, Missouri
920 Main Street, Suite 701
Kansas City, MO 64105
E-mail: agroves@hac.org
FAX: 816-285-4025

Housing Authority of Kansas City, MO is an Equal Opportunity Employer and is a drug and alcohol free work environment.

POSITION IS OPEN UNTIL FILLED