



## JOB DESCRIPTION

**Position:** Housing Compliance Specialist  
**Job #:** SCCM0816172, SCCMRE0816171  
**Program:** Santa Clara County Housing Programs / Re-Entry (Milpitas)  
**Supervisor:** Housing Program Manager

### Position Summary:

This position provides compliance-related guidance and administrative support for tenant-based rental assistance programs with varying eligibility requirements, referral sources and service partners. The Housing Compliance Specialist is expected to be familiar with program rules and assist staff with adhering to them, including management of supporting paperwork and electronic data collection.

### Responsibilities:

- Process rental assistance applications from various programs. Document and verify clients eligibility based on each program's criteria. Notification of approval or denial to case manager and client.
- Verification of client income, supporting documentation, rent calculations and reasonableness of rent for housing units.
- Conduct final review of all paperwork related to program eligibility and housing documents such as leases, housing payment contracts, subsidy requests and payments, housing inspections, and other components needed for contract compliance.
- Provide client information to Data Team as required to insure the correct reporting of program data and outcomes. Enter program service transactions into county database system.
- Track and report client housing status and time-sensitive information such as annual inspections and re-certifications.
- Provide notices of rental assistance termination and rental adjustments in accordance with program policies and procedures.
- Preparation of monthly rental assistance reports by program and maintenance of monthly tenant history reports. Monitoring the distribution of subsidy payments to landlords.
- Preparation of monthly, quarterly and annual reports which include, but are not limited to the following: rent, subsidy and participant amounts; occupancy rate; participant demographic information and program eligibility; and socio-economic data for monitoring purposes.
- Preparation of monthly invoices for contract expenses including back up documentation. Working with Funders to provide additional documentation as requested and resolve any discrepancies regarding subsidy payments.
- Provide assistance to landlords and/or service staff for problem solving issues related to subsidy payments, as appropriate. Provide information to all parties regarding fair housing law, regulations and rent ordinances.
- Provide support to Housing Specialists as needed, such as the following: conduct inspections, preparing client move-in documents and attend move-in with landlord and client.

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- Other duties as assigned.

**Qualifications:**

- Professional experience in the human services, social work, psychology, public health or related field and demonstrated experience in rental housing programs for low income, special needs individual and families.
- Minimum of two years of experience in reading, preparing, or tracking financial components of a program/project.
- Minimum one year of experience working in housing or related field.
- Knowledge of the Santa Clara housing market and geography preferred.
- Knowledge of federal, state and local fair housing laws.
- Excellent written and oral communication skills.
- Strong organizational, detail orientated, and time management skills.
- Proven ability to work independently, effectively as an individual and part of the team.
- Good knowledge of computer systems and accounting software preferred.

**Equal Opportunity Employer** - all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

**Drug Free Workplace**

**Notice:** *This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.*