

HOUSING PROGRAM ASSISTANT (YIDDISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving responsibility for reviewing and evaluating records and applications related to housing assistance programs such as Section 8 of the Federal Housing Assistance Payments Program, also known as the Housing Choice Voucher Program, or programs offered through the New York State Division of Housing Programs. The title is distinguished from that of a Housing Program Assistant in that certain duties require the incumbent to speak and read Yiddish at the fluency level indicated in the Notes section below. The work is performed under the general supervision of the head of the agency or a higher-level administrator, in accordance with prescribed policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews housing applications for completeness and accuracy;
Conducts applicant interviews to gather information for eligibility determinations;
Evaluates financial data and makes eligibility recommendations in accordance with the Department of Housing and Urban Development (HUD) and the New York State Division of Housing guidelines;
Prepares and processes required forms (recertifications, leases, addendums, housing assistance payment contracts, etc.);
Negotiates rent adjustments and resolves tenant-landlord issues during initial placement and recertification;
Informs applicants about program eligibility, subsidy amounts, participant responsibilities, etc.;
Manages waiting list documentation and tracks application details;
Leads or assists in briefing sessions to explain certificate and voucher programs and participant responsibilities, etc.;
Conducts housing unit inspections to ensure compliance with quality standards;
Maintains records of tenants and landlords in compliance with federal and state guidelines;
Maintains a variety of records including the above and prepares reports as required;
Operates standard office machines and utilizes various computer programs and applications for the completion of work assignments;
May arrange inspections with a Building Inspector;
May maintain financial records, update ledgers and prepare checks and related documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws, rules and regulations pertaining to Section 8 of the Federal Housing Assistance Payments Program and New York State Division of Housing Programs*; ability to establish and maintain cooperative relationships with others; ability to communicate effectively, both orally and in writing; ability to conduct interviews in order to gather information; ability to evaluate information and provide recommendations regarding clients' financial eligibility; ability to understand and carry out oral and written instructions; ability to maintain records and prepare reports; ability to read, understand and speak Yiddish; ability to use computer software in the completion of assignments*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of paid work experience examining, investigating or evaluating claims for assistance, housing, veterans or unemployment benefits, insurance (e.g., health) benefits or similar programs operating under established criteria**.

(over)

NOTES:

1. Education beyond high school may be substituted for the required work experience on a year-for-year basis.
2. Incumbents are expected to possess Level I proficiency in Yiddish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent be able to satisfy routine social demands and limited work requirements. Can handle most social situations, including introductions and casual conversations about current events, as well as work, family and autobiographical information. Can provide instructions on routine, concrete matters. Can translate routine correspondence and documents with the aid of a dictionary and/or grammar book. Can get gist of most conversations on non-technical subjects, and has a speaking vocabulary sufficient to respond simply with some circumlocutions. Accent, though faulty, is intelligible. Can read with general accuracy news items on non-technical topics and general correspondence.

SPECIAL REQUIREMENT: Possession of a valid driver's license or access to transportation to meet fieldwork requirements in a timely and efficient manner.

*To be demonstrated during the probationary period.

**Established criteria for eligibility refers to a set of predefined and formalized standards or conditions that must be met to qualify for a specific status, benefit, opportunity, or participation, ensuring consistency and fairness. For example, eligibility criteria might include age, education level, income, residency, or specific skills depending on the context, such as job applications, government programs, etc.