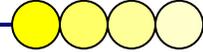




Lake County Housing Authority  
33928 North U.S. Highway 45  
Grayslake, IL 60030



Lake County Housing Authority has an immediate opening for a:

### **BILINGUAL CERTIFICATION SPECIALIST**

#### **SUMMARY:**

The Bilingual Certification Specialist is responsible for processing all certifications, interim adjustments, and recertifications for eligibility in the Housing Choice Voucher program and for all briefings of Housing Choice Voucher applicants. Additionally, the Specialist will translate documents from English and create them in Spanish.

#### **MAIN RESPONSIBILITIES INCLUDE:**

- Conduct initial certification and annual recertification interviews of applicants/participants.
- Conduct briefing sessions for new Housing Choice Voucher program applicants to ensure their basic understanding of the program's operation and issue both regular Housing Choice Vouchers and Project-Based Vouchers.
- Process applicants to the point of determining Total Tenant Payment, including all appropriate verifications. Verifies age, disabilities and citizenship status as needed.
- Conduct interim adjustments.
- Prepares letters and other office forms and records, translating documents from English to Spanish.
- Performs other reasonably related duties as assigned by immediate supervisor and other management as required.

#### **REQUIREMENTS:**

- Bilingual in Spanish, with the ability to speak, read, write and translate documents.
- Knowledge of HUD and the Housing Authority rules, regulations, and policies on resident selection and of required forms and reports.
- Knowledge of interviewing techniques and record maintenance. Ability to meet and deal tactfully and courteously with the public and to establish and maintain effective working relationships with other employees and superiors.
- Ability to make routine decisions in accordance with administrative rules, regulations, and policies and to explain selection rules and procedures to prospective residents in an objective and impartial manner. Ability to establish and maintain effective working relationships with other employees, superiors, and the public. Ability to make moderately complex computations with speed and accuracy.
- Ability to operate computer, office copier, fax, and other office machines.
- Strong written and verbal communication skills. Ability to understand and follow quickly and accurately written and verbal instructions.
- Knowledge of (or ability to learn) Assisted Housing Occupancy Requirements.
- Considerable ability to be organized and manage time effectively in order to maintain high level of productivity. Ability to work well without close supervision. Very good attention to detail.
- Ability to accurately interpret various forms of income documentation.
- Ability to relate well with lower income households of all races and backgrounds.
- Demonstrated ability to be reliable in attendance and punctuality.

Please send resumes to:  
Lake County Housing Authority - Human Resources  
33928 North US Highway 45  
Grayslake, IL 60030

[recruitment@lakecountyha.org](mailto:recruitment@lakecountyha.org)

FAX: 847-223-7910

No phone calls please

Lake County Housing Authority is an Equal Opportunity Employer.