

Attleboro Housing Authority
Position: Leased Housing Specialist

The Attleboro Housing Authority is seeking a LEASED HOUSING SPECIALIST to perform all functions of tenant selection and management of the AHA Housing Choice Voucher Program. Responsibilities include the application process, rent and eligibility compliance and computations, liaison for community landlords and maintenance of all appropriate records and files for the HCV program. The incumbent must remain current at all times with governing Federal regulations. Incumbent must initiate protocols for properly servicing voucher holders and landlords and review methods, policies and procedures for improving the program regularly.

Primary Job Functions

- Report to the Deputy Director while coordinating all aspects of the HCV program.
- Determine participants' eligibility, perform recertifications, tenant selection, Inspections, accumulate required family information and calculate rent.
- Maintain all HCV Program participant and landlord records and the HAP register.
- Prepare and monitor requisitions of funds for portable vouchers and other PHAs.
- Prepare and submit a monthly HCV leasing report to the Deputy Director.
- Utilize and maintain proficiency with the federal PIC system to transmit participant 50058 family, financial, and demographic information daily.
- Provide support to the Deputy Director for end of year SEMAP reporting.
- Monitor all program regulations in order to recommend appropriate and timely improvements/changes to AHA Housing Choice Voucher procedures.

Other Job Functions:

- AHA Liaison for all procedural and regulatory matters with outside parties.
- Conduct private conferences for participants and landlords to resolve issues.
- Coordinate deposits and withdrawals from tenant escrow accounts.
- Arrange all unit inspections utilizing third party inspection company.
- Conduct semi annual landlord meetings for informational and fact finding purposes.
- Perform other administrative duties as requested by the Deputy Director or Executive Director.

Requirements:

- Knowledge of housing management principles in relation to a voucher based leasing system.
- Prior experience in property management and business office operations, specifically in terms of interpersonal relations with clients, customers, and members of the general public.
- Manage difficult or emotional tenant situations; responsive for requests for assistance.
- Identify and resolve problems in a timely manner.; use reason; gather information.

- Speak clearly and listen carefully in positive or negative situations.
- Read and interpret regulatory information and understand the impact of decisions.
- Conduct oneself professionally; treat others with respect and consideration.
- Consistently at work and on time; follow instruction; respond to management direction.

Other Skills/Abilities

- Experience working with MS Office software.
- Accuracy in making mathematical computations.
- Communicate effectively with internal staff, landlords and other community organizations.
- Prepare clear and concise reports; write clearly and in a professional manner.
- Interpreting operating policy and regulations and follow instructions.
- Vigilance in performing problem solving; work well on one's own initiative in accordance with applicable policy and regulation.

Please email resume' and cover letter to Jobs@attleborohousing.org or mail to Attleboro Housing Authority 80 South Avenue Attleboro, MA 02703 or fax to 508-222-4389. No Phone calls please. This position is open until filled. Equal Opportunity Employer