


Leominster Housing Authority

Job Title:	Leased Housing Specialist	Revision Date:	09/6/2023 
Department/Group:	Leased Housing	Union Status	Non-Union
Location:	Leominster, MA	FSLA Status	Exempt
Level/Salary Range:	Up to \$30/hour	Position Type:	Full Time - 35 hours per week

Job Description

This position works with the Leased Housing Department associated with the Leominster Housing Authority and Holden Housing Authority. The Leased Housing Department consists of Section 8, MRVP & DMH Vouchers, and FSS. Additional housing authorities and/or programs may be added.

Roles and Responsibilities

The Leased Housing Specialist reports to the Director of Leased Housing and will become certified in Section 8 program regulations including, but not limited to, participant selection, voucher issuance, inspection, landlord documentation requirements, rent reasonableness for initial, interim and annual recertification of voucher holder eligibility, income inclusions/exclusions and rent shares. The Leased Housing Specialist will develop an expertise in specifically assigned program areas, such as HQS inspections, compliance/documentation, rent reasonableness certification, landlord rent negotiations, and monthly landlord rent payments. Considerable latitude is provided for independent judgment in coordinating program requirements with voucher holders/landlords, complying with monthly deadlines, and organizing caseload and projects.

Primary Responsibilities:

1. Explain program procedures, eligibility criteria, waiting list preferences, anticipated waiting times, and other program issues to applicants, tenants and the public.
2. Initiate voucher termination for families who fail to comply with program requirements. Including HAP Contract terminations and HAP abatements for landlords who fail to comply with program requirements.
3. Prepare cases for hearings; participate in hearings as required.
4. Manage an estimated caseload, of between, 100 and 150 assigned participants and their respective landlords from voucher issuance to annual requirements to rent adjustments and documentation of intent to terminate for non-compliance. Documenting correspondence (phone and written), files and computer records regarding program participants per federal and applicable state regulations.
5. Effectively communicate in writing, generally using existing form letters or other documents as examples.
6. Schedule appointments, greet public, monitor phones, make copies, faxing, and creating briefing packages as well as other office duties as required including covering the reception desk when necessary.

Essential Job Functions

1. Understand program regulations and complete accurate and timely rent calculations. Make associated software entries by client, (including submission and where necessary, retrieval of records to be overridden and not submitted to the federal government) as a result of updated tenant, inspection, or landlord information.
2. Participate in conducting voucher issuance training/briefings. Compile, maintain and update resources for orientation/briefing of voucher recipients.
3. Schedule and provide written correspondence for annual recertification of program eligibility. Ensure all documentation received to complete timely calculations, correspondence and computer uploads to HUD monthly.
4. Receive and verify annual HQS inspections are completed, following up where necessary on fails and abatements.
5. Provide support to Centralized Waiting List to ensure participants are added appropriately and selected per application order and eligibility criteria. Document special circumstances for returning applicants to the waiting list vs. reapplying.
6. Participate in monthly close-out by providing complete and accurate adjustments to monthly Housing Authority Payments and corresponding rent change notices. May include reconciling landlord payments.
7. Ensure current HUD issued formats, IRS issued formats (W9), FMRs/Payment Standards, Income Limits and Utility Schedules are current and in use as released.

8. Update forecasts specific to caseload for voucher holders moving, at full contract rent or otherwise relinquishing vouchers to identify need for voucher issuance and compliance with HUD forecasts. Update forecast of contracts commencing at the beginning of each month to ensure adequate funding requested to make all landlord payments. Identify operational opportunities/concerns, make suggestions for improvements and report them to management.
9. Attend and participate in meetings with other public agencies relating to Section 8 as required.
10. Cross-train in the areas of Orientation/Briefing, Portability, HQS Inspections, EIV/VMS/PIC/forecasting, and SEMAP obligations.

Qualifications and Education Requirements

Required

Two years' experience in a job-related field will receive preference in hiring. (*Possession of an Associate's degree in a related field from an accredited college or university may be substituted for two years of experience.*) Ability to communicate effectively both orally and in writing. Valid driver's license, reliable transportation, and the ability to commute to satellite locations to retrieve or store file information. Flexible and cooperative to job demands to meet work needs and deadlines, prompt and dependable. Pass a Criminal Offenders Record Information (CORI) screening. Experience with elderly, disabled, and/or low-income families and individuals.

Preferred

Bilingual English/Spanish is a plus. Proficiency in federal, state and local rules relating to assisted housing programs. Proficiency with Microsoft Office Suite/Outlook, as well as attaining proficiency in proprietary software used to manage leased housing program. Ability to plan and organize caseload/assignments to ensure accurate rent share calculations, accurate communications, record retention and adherence to deadlines. Ability to compile and document critical information as it applies to voucher holder qualification, income and household membership and potential voucher conflicts related to voucher holders and landlords. Knowledge of evaluating, interviewing, coaching and counseling clients. Knowledge of recordkeeping, and reporting procedures. Ability to analyze and resolve problems creatively. Able to work with a minimum supervision.

To perform this job successfully, an individual must be able to perform each essential job function. The qualifications listed above are representative of the knowledge skill and/or ability required. Additional duties as assigned may apply.

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