

MILFORD HOUSING AUTHORITY

45 Birmingham Court, Milford, MA 01757
Phone: (508) 473-9521 | Fax: (508) 634-0853
TTD/TTY (508) 473-9521

LEASED HOUSING COORDINATOR JOB DESCRIPTION

1. Class Title: Leased Housing Coordinator

2. Salary: \$45,000-50,000

3. Job Summary

The Leased Housing Coordinator is responsible for the administration of HUD and DHCD regulations governing the Section 8 Housing Choice Program and the Massachusetts Rental Voucher Program (MRVP) with regard to applicants, voucher participants, and Housing Providers. Work is performed in conformance with applicable regulations, statutes, and housing authority policies and procedures.

4. Supervision Received

This position receives direct supervision from the Director of Leased Housing.

5. Principal Duties

- Maintaining and administering a caseload of federally issued Section 8 Housing Choice Vouchers and state issued Massachusetts Rental Voucher Program (MRVP) as assigned, in compliance with all applicable federal and state regulations and the MHA's administrative plans and policies.
- Manage applications, data entry and placement for Section 8 and MRVP waiting lists.
- Provide information to Director of Leased Housing as require for HUD and DHCD reporting purposes.
- General reception duties including greeting walk-ins, answering incoming calls, daily distribution of mail and processing of bulk mailings.
- Applicant and Participant Intake / Outreach: answer inquires; explain the Section 8 and MRVP program(s) and waiting list, assist applicants in completing the application process.
- Housing Provider Outreach: Explain Section 8 and MRVP program(s) to prospective Housing Providers including but not limited to such topics as security deposit, procedures of HAP Contracts, procedure for program participation and rent reasonableness.
- Other duties as assigned.

6. Knowledge, Skills and Abilities

- Become and remain familiar with the laws, regulations, policies, and procedures pertaining to federal and state funded rental assistance programs administered by the MHA.
- Respect and sensitivity to the challenges faced by individual and/or families with low income, housing instability, persons with disabilities, and elders.
- Ability to work independently and in a team setting.
- Demonstrated success in working with individuals and groups of diverse backgrounds.
- Excellent written and oral communication, organizational skills and attentiveness to detail.
- Skilled in Microsoft Office including excel, word, outlook and teams.
- Ability to adapt to and learn new computer software
- Bilingual individuals are encouraged to apply
- Knowledge of federal/state leased housing management

7. Suggested Training/Experience

Ideal candidate will possess one (1) to three (3) years of experience in leasing or property management office. Familiarity with PHA-Web software; training and knowledge in areas of federal and state leased housing; landlord/tenant law; and a knowledge of property management practices a plus. Valid Massachusetts Driver's

License and access to reliable transportation is required. An associate's degree in Business/Public Administration, human services, or related course of study is desirable. Bilingual is a plus.

The selected candidate will undergo a pre-employment a criminal (CORI) background check and drug screen. The Milford Housing Authority is an equal opportunity employer and qualified Section 3 residents, minorities, women, handicapped, veterans and all others are encouraged to apply. Send resume with cover letter to Milford Housing Authority, 45 Birmingham Court, Milford, MA, 01757, or e-mail to JMartin@MilfordHousing.org. No phone calls please.

9. Deadline: Until filled.

10/28/2021



EQUAL HOUSING OPPORTUNITY