

Somerville Housing Authority (SHA)
Section 8 Program Coordinator
Full Time
May 3, 2017

The responsibilities include; Perform annual and interim re-certifications of eligible families for the Section 8 HCV and PBV programs. Determine eligibility, meet with each participant to verify composition and income, determine maximum housing cost, and calculate rent. Learn and apply HUD regulations. Participate in conflict resolution; resolving housing issues with landlords, advocates and applicants. Manage process of leasing contracts including significant data entry and tracking.

SHA provides a full benefits package – Position is under Union contract

E-mail resume and cover letter to Blanca Bonilla, blancab@sha-web.org

APPLICATION DEADLINE: May 31, 2017

MINIMUM QUALIFICATIONS AND EXPERIENCE

Three years experience in related position is preferred. A working knowledge of PIC and the EIV systems is desirable. Solid math skills and computer literacy. Bilingual Haitian/Creole or Spanish is a plus.

An Equal Opportunity/Affirmative Action Employer
Bilingual candidates are encourage to apply