

Category: SECTION 8 COORDINATOR HCVP

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Posted: 2018-10-15

Description: The Waltham Housing Authority is currently accepting resumes for the position of Section 8 Coordinator. The office supports approximately 450 vouchers. Also supports the Local voucher program Knowledge of PHA Web helpful. Minimum work hours are 35 hrs. per week. The Waltham Housing Authority is an EEO Employer.

Qualifications: This individual will: have thorough knowledge of HUD regulations pertaining to Section 8 admission, maintaining the Massachusetts Centralized Section 8 Waiting list, including entering applications, pre-qualify tenant selections, Voucher issuance to lease up. Also, rent calculations, HQS inspections, reexaminations, interims, relocations, port in/outs, and fraud resolution. Be an effective self-starter, use sound judgment, have excellent public relations skill. Minimum suggested requirements include three years in the Public Housing Sector.

Start date: November 12,2018

Salary range: Salary commensurate with experience.

Location: Waltham H.A.

Instructions: Please submit resume and letter of interest to: Barbara Hubacheck, Operations Manager, Waltham Housing Authority bhubacheck@walhouse.org, 110 Pond Street, Waltham, MA 02451, by October 30,2018.

Contact name: Barbara Hubacheck

Contact_email: bhubacheck@walhouse.org

Contact_phone: