

SECTION 8 ADMINISTRATOR

FULL TIME POSTION, ON SITE




SALARY


\$78,000 - \$82,000

BENEFITS

- Union Position
- Dental Insurance
- Health Insurance
- Retirement Plan
- Vision Insurance

HOW TO APPLY

 bflores@newtonhousing.org

 www.indeed.com/cmp/Newton-Housing-Authority/jobs

 Attn: Beatrice Flores
Newton Housing Authority
82 Lincoln Street
Newton Highlands, MA 02461

ABOUT THE NHA

The Newton Housing Authority was created in 1959 and is the largest provider of affordable housing in the City of Newton. The NHA provides housing assistance to over 1000 low-income residents through the administration of federal and state-sponsored subsidized housing programs and the Section 8 Housing Choice Voucher Program. The NHA also owns and operates a management portfolio of 93 studio, one, two, and three-bedroom units.

The NHA has a responsibility to provide and maintain a high standard of housing, which allows our residents a safe, clean, and affordable home in which to reside. The NHA also endeavors to create a sense of community for its residents through its social service programs, so as to enhance their quality of life within an environment of dignity and caring.

In recent years, the NHA has worked to create more affordable housing in the City of Newton and greatly expand our Resident Services Program, providing enhanced tenant-focused social services and clinical case management to better meet the changing needs of our residents.

SECTION 8 ADMINISTRATOR

DESCRIPTION OF RESPONSIBILITIES

ADMINISTRATIVE RESPONSIBILITIES

- Supervise the Program Review Assistant in obtaining necessary documentation for completion of annual and interim income reviews for tenants in the Authority's Section 8 housing choice voucher program, Section 8 project-based voucher program, and Section 8 Portability-In program.
- Supervise the Program Review Assistant in performing income, asset, and deduction calculations for tenants in the Authority's Section 8 housing choice voucher program, Section 8 project-based voucher program, and Section 8 portability-in program.
- Process the lease renewals and annual and interim recertifications for the Authority's Section 8 housing choice voucher program, Section 8 project-based voucher program, and Section 8 portability-in program, including coordination of annual and new move HQS inspections.
- Process billing information and Housing Assistance Payments for Port-In and Port-Out Section 8 tenants.
- Prepare briefing materials and perform briefing meetings for new Section 8 voucher holders.
- Process new admissions and new moves for active Section 8 voucher holders, as well as changes in ownership of Section 8 units.
- Prepare and update annual payment standards recommendations and utility allowance charts.
- Prepare monthly recertification and change lists, HAP hold lists, monthly program status reports, Section 8 utilization reports, HAP distribution summary reports, and other reports as required.
- Prepare and submit SEMAP certification reports.
- Negotiate rents with Section 8 landlords, determine if unit meets rent reasonable standard.
- Coordinate rent reasonableness evaluations and assist Rental Housing Coordinator with annual flat rent determination.
- Coordinate with Executive Director and Authority attorneys regarding program terminations.
- Coordinate with Finance Department and Authority fee accountant on direct deposit process, HAP check disbursement, and VMS reporting.
- Perform other duties as required.
- Attend internal and external meetings and trainings as required.

QUALIFICATIONS

- Bachelor's degree with 5 or more years of experience with Section 8 Housing Choice Voucher and/or Public Housing.
- Experience with PHA Network and the Massachusetts Centralized Waiting List is a plus.
- Certification as a Public Housing Manager from a HUD approved organization is desired.

SKILLS

- Supervisory experience is preferred.
- Excellent written and verbal communication skills with the ability to work independently required.