

REVERE HOUSING AUTHORITY
STATE LEASED HOUSING MANAGER

Description:

The Leased Housing Manager is a highly visible position responsible for the proper administration of the Massachusetts Rental Voucher Program (MRVP), Affordable Housing Voucher Program (AHVP), and Department of Mental Health Service Program (DMHRSP) State rental assistance programs.

Responsibilities:

- Interpreting program regulations.
- Customer Service to tenants and landlords.
- Ensuring Proper implementation of program changes and meeting DHCD deadlines.
- Conducting annual recertifications, interim changes, and relocations.
- Prepare required documents for new lease-ups.
- Prepare rent reasonableness for new lease-ups and rent increase requests.
- Submission of Reasonable Accommodation Requests to the Executive Director for approval.
- Monthly balancing of landlord's housing assistance payments and reporting monthly requisitions to DHCD and R.H.A. accounting department(s).
- Organize and conduct briefing session with new participants.
- Wage Match verification of earned income.
- Conducting conferences with tenants and landlords who are not in compliance with the Lease or Voucher Payment Contract.
- Collection of Section 8 and State Rental Assistance Programs Retro Rent for monies owed to R.H.A.
- Prepare and submit waiver requests to DHCD for rent requests that exceed programs ceiling rent limit.

Qualifications:

Experience with working in affordable housing. Knowledge of Federal and State local housing regulations. Must possess a demonstrated ability to accurately complete recertifications within required deadlines. Must be able to conduct meetings. This role requires a well-organized professional who can work independently and exercise good judgment in maintaining the confidentiality and integrity of the Revere Housing's financial and tenant information. Must be detail-oriented. A knowledge of H.A.B. or M.R.I. Systems are preferred, but not required. A high school diploma or G.E.D. is required.

Salary range: \$50,000 - \$54,000

Contact Information: Please submit a cover letter and resume to Carlos Lopez, Executive Director, Revere Housing Authority, 70 Cooledge Street, Revere, MA 02151

RHA is an Equal Opportunity Employer/Affirmation Action Employer