

LEASED HOUSING COORDINATOR

FULL TIME POSTION, ON SITE




SALARY


\$63,000 - \$65,000


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.

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DESCRIPTION OF RESPONSIBILITIES

ADMINISTRATIVE RESPONSIBILITIES

- Assist in the administration and management of Special Leased Housing Programs at Hamilton Grove Apartments, Hyde Apartments, 689 Special Needs Program, MRVP, and CLN.
- Assist in the administration and management of State Family Public Housing.
- Act as Property Manager at Hamilton Grove, including keeping regular office hours on-site, coordination of tenant social events in collaboration with the NHA Resident Services Department, assistance with coordination of property capital and maintenance upgrades in collaboration with the Maintenance Department and Capital Improvements Coordinator.
- Coordinate submissions and reconcile monthly statements with MassHousing for Hamilton Grove Program.
- Assist the Director of Administration with the coordination of annual audit procedures for all Special Leased Housing Programs and State Public Housing, including preparation and coordination for regular MOR reviews.
- Perform application intake and maintain waiting lists for Special Leased Housing Programs and State Family Public Housing, including the process of opening and/or closing any waiting lists as required.
- Perform application review, eligibility determination, and tenant selection for all Special Leased Housing Programs and State Public Housing.
- Complete offers to applicants in accordance with NHA policies and procedures and show units to prospective tenants as part of the offer process for all Special Leased Housing Programs and State Public Housing.
- Perform income review procedures, rent determination, and lease preparation for all Special Leased Housing Programs and State Public Housing.
- Prepare and disseminate change lists for all Special Leased Housing Programs and State Public Housing.
- Prepare a variety of narrative and statistical reports for both internal and external use, including HUD 50058 and HUD 50059 submissions, DHCD Vacancy Reports, Bi-Annual Board of Commissioners Report, and other reports as required.
- Conduct conferences with tenants/applicants as required.
- Assist the Director of Administration with the management and preparation of contracts with 689 Special Needs Housing Program service providers.
- Assist the Director of Administration and the Executive Director with special projects when required.
- Attend meetings and conferences as required.
- Perform other related functions as required.

QUALIFICATIONS

- Bachelor's degree or equivalent preferred.
- At least three years of housing related experience preferred.
- Excellent written and interpersonal skills, diligent work ethic and positive outlook required.

SKILLS

- Bilingual applicants are encouraged to apply.