

SECTION 8 PROGRAM REVIEW ASSISTANT

FULL TIME POSTION, ON SITE




SALARY


\$51,000 - \$53,000


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 PROGRAM REVIEW ASSISTANT

DESCRIPTION OF RESPONSIBILITIES

ADMINISTRATIVE RESPONSIBILITIES

- Under the supervision of the Section 8 Administrator, communicate with Section 8 voucher-holders and landlords in order to obtain necessary verification for completion of annual and interim income reviews.
- Under the supervision of the Section 8 Administrator, perform income, asset and deduction calculations and complete annual and interim tenant income reviews.
- Under the supervision of the Section 8 Administrator assist with preparation of Section 8 materials for the briefing package and other mailings, and co-present the Section 8 briefing.
- Act as point-of-contact for Section 8 tenants, and communicate/negotiate with landlords as needed.
- Prepare Section 8 tenant files for annual audit and SEMAP report.
- Submit HUD 50058 reports
- Assist the Section 8 Administrator with the dissemination of Section 8 monthly HAP checks.
- Serve as backup at reception when necessary.
- Perform administrative tasks as directed.
- Perform other related work as directed.

QUALIFICATIONS

- Bachelor's degree or higher with at least three year's business experience. Excellent written and interpersonal skills, diligent work ethic and positive outlook required.

SKILLS

- Bilingual applicants are encouraged to apply.