



SOMERVILLE HOUSING AUTHORITY

30 Memorial Road, Somerville, Massachusetts 02145
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

SECTION 8 COORDINATOR

Job Type: Full-time

GENERAL DESCRIPTION:

This responsible position involves the certification of eligible families for tenant-based and project-based subsidies using established governmental standards and regulations. The incumbent will work primarily on the Section 8 Housing Choice Voucher Program assisting families locate and maintain program suitable housing. The incumbent is called upon to make independent judgments and must prepare written reports. The incumbent discusses housing issues with landlords, housing advocates, applicants and potential applicants. The incumbent will: gather eligibility information; make eligibility determinations; calculate family rent and the SHA share of rent.

PRINCIPAL DUTIES:

- Maintains full HCVP Voucher 350 caseload in compliance with HUD Regulations.
- Collects and analyzes income and family size verification, determines eligibility, apartment size and calculates gross rent for the family.
- Counsels clients on program requirements.
- Receives Request for Tenancy Approval and arranges for inspections of housing units.
- Negotiates lease terms on behalf of client, including the amount of rent, based on recommendation of the inspector and HUD Regulations.
- Assures that all contracts are completely executed in a timely manner.
- Completes case file and submits payment information in time for monthly rent processing.
- Monitors and collects all payments due to the Authority for rent arrearages.
- Notifies tenants and landlords of pending expirations of contracts and prepares for renewals or relocations.
- Refers tenants and landlords to other agencies concerning problems arising during the lease term.
- Problem solves with both landlord and tenant.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Three years experience in related position is preferred. A working knowledge of PIC and the EIV systems is desirable. The ability to speak Haitian/Creole or Spanish is a plus.

Please send resume and cover letter to: Emily Eschmann, Executive Secretary
30 Memorial Road, Somerville MA 02145
Or email: emilyh@sha-web.org

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Sevis tradiksyon ak interprestasyon disponib si w bezen
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