



## 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 Summary**

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.

#### **Supervision Received**

Receives direct supervision from the Section 8 Supervisor to whom he/she consults on an as-needed basis relative to problems, interpretation of established regulations, policies, and legal matters.

#### **Principle Duties**

- Maintains full HCVP Voucher 360 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.

### **Knowledge, Skills and Abilities Preferred**

- Knowledge of procedures and policies of local housing authority.
- Ability to perform mathematical computations.
- Ability to maintain effective communications with staff, tenants and community service organizations.
- Ability to prepare clear and concise reports.
- Ability to give clear and concise written or oral instructions.
- Knowledge of modern office and recordkeeping procedures.
- Knowledge of the criteria and factors used in recertifying tenants for housing programs.
- Ability to plan, review and coordinate work, and programs.

### **Preferred Qualifications and Experience**

Three years' experience in a 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. Experience with PHA-Web software a plus.

**Job Type:** Full-time, 35 hours per week

**Bargaining Unit:** SEIU, Local 3

**Salary:** Commensurate with experience and negotiable to a maximum of \$57,834

### **Benefits**

- Employer pays 75% of health insurance; plans administered through the GIC
- Employer pays 75% of dental insurance
- Participation in the State Retirement Program
- Tuition reimbursement
- 16 paid holidays
- 28 paid time off days per year
- Eye Glass/Contact Lens Reimbursement
- Long Term Disability, Life Insurance, 457B Deferred Compensation Plans, FSA plans and Aflac insurance policies available
- Career growth & opportunities for promotions

Interested applicants must submit a letter of interest and resumé to Emily Eschmann by email to [emilyh@sha-web.org](mailto:emilyh@sha-web.org) or mail to:

Emily Eschmann, Executive Secretary  
Somerville Housing Authority  
30 Memorial Road,  
Somerville, MA 02145

**This agency is an Affirmative Action/Equal Opportunity Employer.**