

The Dartmouth Housing Authority is seeking a full-time maintenance person who will be required to perform such tasks as yard work, unit turnover, and general maintenance of grounds and apartments. Interaction with residents is a big component of the job; patience and a friendly attitude are essential. This position is 40 hours per week. The successful applicant must be willing to work overtime as needed; must provide proof of physical noting that they are fit and able to climb ladders, pick up heavy materials, walk or stand for long periods, and must pass a Criminal Offender Record Information (CORI) screening. Salary based on Labor Industries rate. Experience is preferred.

Please submit your resume, cover letter, and a list of three professional references to Executive Director Robbie A. DeSouza, Dartmouth Housing Authority, 2 Anderson Way, Dartmouth, MA 02747. The position will remain open until we find a qualified candidate. PLEASE, NO PHONE CALLS. Affirmative Action, Equal Opportunity Employer.

The Dartmouth Housing Authority (DHA) is seeking a Housing Office Assistant who will be involved in many aspects of public housing for the following programs: Housing Choice Voucher Program (HCVP), State Aided Elderly/Disabled Housing, Veterans MHVP Program, and our Section 8 New Construction Development. The Housing Office Assistant handles the front desk, answering the phone, helping maintain waiting lists, screening applications, screening applicants, lease signing, and annual and interim rent changes. Other duties include aiding the Executive Director and the Section 8 Coordinator in general rent and leasing responsibilities for all programs and daily interactions with residents, applicants, and the public. This person must have excellent people, computer, and communication skills. They must be able to work independently. Previous housing experience is a must. The position is 37.5 hours per week. If hired, the employee will be subject to a background and CORI (Criminal Offender Record Information) check. The salary range is \$45,000 to \$55,000 depending on experience. Please submit your resume, cover letter, and three professional references to Executive Director Robbie A. DeSouza, Dartmouth Housing Authority, 2 Anderson Way, North Dartmouth, MA 02747. This position will remain open until the DHA finds a qualified candidate. PLEASE, NO PHONE CALLS. Affirmative Action, Equal Opportunity Employer.