

## DEFINITION/PURPOSE

Easton Housing Authority (EHA) is a public agency operating for the benefit of all citizens. This position involves the administration, coordination, and management of approximately 101 Housing Choice Vouchers using governmental standards and regulations. The incumbent shall adhere to EHA's mission and goals.

## ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, or a logical assignment to the position.*

- To be familiar with and keep up to date on laws, regulations, policies, and procedures pertaining to state and federally funded rental assistance programs administered by EHA. Attend training sessions when needed.
- Maintains a caseload of approximately 101 Housing Choice Vouchers in compliance with HUD regulations.
- Tenant Intake/Outreach: answer inquiries, explain the programs and waitlist, assist applicants with the completion of program documents, etc.
- Voucher Issuance, conduct online and in-person briefings, determining participant eligibility, leasing, move-outs, rent calculations for lease ups, recertifications and renewals and/or interim reexaminations process tenant files and update/submit information according to HUD regulations.
- Negotiate with landlords for comparable rents, obtain letters of compliance as required; complete and review leases, and contracts, ensuring they are executed in a timely manner.
- Enforce program provisions: including drafting and conducting informal conferences, issuing termination notices, etc.
- Prepare administrative and financial reports for Executive Director and/or HUD auditors by collecting, analyzing, and summarizing data. Submit such data to external and/or internal reporting systems.
- Performs other duties, as required.

## MINIMUM QUALIFICATIONS AND EXPERIENCE

- 1-2 years' experience in the Housing Choice Voucher Program or in other housing programs. Income-based social service agency history a plus.
- Knowledge of housing practices, federal or state assistance programs, preferred. Knowledge in housing software programs, preferred.
- Ability to work with people and families of various ages, abilities, and socio-economic backgrounds. Ability to communicate effectively both orally and in writing. Ability to be organized, meet deadlines, and work independently.

The Starting wage range is \$45,000 depending on experience. Flexible hours are an option. A generous benefit package is also offered. For a full job description email and/or to submit a cover letter and resume to: [housingauthority@eastonhousing.com](mailto:housingauthority@eastonhousing.com). Position will remain open until filled.