



4 Winslow Street, Arlington, MA 02474 p: 781-646-3400 f: 781-646-0496

## **Occupancy Specialist**

**Description:** Arlington Housing Authority seeks experienced Section 8 Occupancy Specialist. The primary function of this position is administration of HUD's regulations governing the Section 8 program for applicants, voucher holders and landlords. The staff person works on qualification, briefing, annual and interim recertification, communications to tenants and landlords, reporting to HUD, and performance compliance. Works under the supervision of the Leased Housing Manager.

**Qualifications:** Applicants should have excellent communications and critical thinking skills, and experience with a variety of populations, including low-income individuals and families. Applicants must have a valid driver's license and access to reliable transportation. A College Degree in Social Sciences or business is desirable.

**Salary range:** Full-time position requiring 37.5 hours per week, salary commensurate with experience. Excellent benefits including health insurance and pension.

**Instructions:** Please send a cover letter and a copy of your resume to: The Arlington Housing Authority, 4 Winslow Street, Arlington, MA 02474. Attention: Jennifer McNabb or by email to [jmcnabb@arlingtonhousing.org](mailto:jmcnabb@arlingtonhousing.org). Position is open until filled. Affirmative Action, Equal Opportunity Employer.