

## **AFFORDABLE HOUSING SPECIALIST**

### **Job Type**

Full-time

### **Description**

The Englewood Housing Authority (EHA) is seeking qualified candidates for the position of Affordable Housing Specialist to be based at our headquarters in Englewood, NJ. Applicants must have good communication, typing, figure aptitude and computer skills and must be able to read, write and speak English (and Spanish preferred). Responsibilities include, but are not limited to: processing of clients for HUD Assisted Housing programs in a thorough, accurate and timely manner, data entry, and providing information to tenants and landlords.

This is a full-time, 35 hours work week, position with excellent benefits package and participation in the N. J. Public Employees' Retirement System (PERS).

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Prepares necessary documents for all housing assisted participants and submits completed files to Supervisor for processing on a timely basis.
2. Performs rent computation for all assisted housing participants.
3. Processes all monthly renewals of assigned clients within established deadlines and advises clients of rental changes.
4. Prepares and processes paperwork for client relocation.
5. Prepares hold list on a timely basis and promptly submits same to Supervisor. Follows up on clients to ensure prompt processing of paperwork.
6. Meets with client regularly to review their program eligibility status.
7. Maintains records for all participant changes and files all records/documents.
8. Develops and maintains rapport with landlords/agents and building staff to ensure continuity of delivery of safe, decent and sanitary housing accommodation.
9. Makes client referrals to Social Service agencies.
10. Follows appropriate housing regulations and policies in the processing of rental assistance for clients.
11. Assembles verified information to determine continued eligibility of clients in the various housing programs.
12. Maintains waiting lists for several HUD programs.
13. Interviews new clients who are deemed eligible for Housing Assistance to ensure continued eligibility and compliance with program guidelines; explains program and answers questions.
14. Follows up on available rental units with owners and brokers and makes referrals.
15. Prepares and presents files for hearings, court cases, etc. on an as needed basis.
16. Performs other Authority activities, as requested. Business conditions or Authority needs may require from time to time, at employer's discretion, changes in job duties, responsibilities, or location.

## **Requirements**

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- High School diploma or GED.
- Working knowledge of leasing documents, procedures and tenant rights or demonstrated ability to learn and understand these documents, procedures and rights.
- Experience in subsidized housing, real estate, banking, social services, customer service or a field of work in business which requires a great deal of interaction with people.
- Good mathematical skills.
- Demonstrated ability to establish and maintain effective working relationships with departmental officials, subordinates, employees and their representatives, professional groups and the general public.
- Ability to relate well to people and to respect privacy and confidentiality of clients, landlords, staff and files.
- Good organizational and filing skills.
- Proficient in the use of computers, calculators, typewriters, photocopiers and FAX machines.
- Must have good working knowledge of various software programs such as Microsoft Office Suite and be proficient in the use of these programs on the computer.
- Ability to manage caseload, prioritize responsibilities and deadlines and apply regulations and policies with minimal supervision.
- Typing skills (accurate at 40 words per minute).
- Ability to follow-up on issues with clients, etc., in a timely manner.
- Ability to meet and work with people and deal effectively and compassionately with their situation.
- Ability to work independently and be willing to assist in the department as required and assigned.
- Ability to read, write, understand and communicate in the English and Spanish language is preferred.

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

1. Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and performing repetitive motions.
2. Must be able to perform light work exerting up to 10 pounds of force occasionally.
3. Persons with mental or physical disabilities are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.

**STARTING SALARY:** Annualized salary range of \$42,000.00 to \$52,000 (35-hour workweek)

Only applications complying with requirements will be considered. Please do **NOT** contact the EHA to inquire about status of your application. In the event that we wish to arrange an interview, we will contact you. Principals only, no employment agencies/job recruiters.

**COVID-19 VACCINATION REQUIREMENT:**

The EHA requires all employees to be fully vaccinated against COVID-19 as a condition of employment unless a medical or religious exemption is approved.

Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

**NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. A background check will be performed.**

**Equal Employment Opportunity Policy**

The EHA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**The EHA is a Drug-Free Workplace**