

EAST ORANGE HOUSING AUTHORITY

JOB DESCRIPTION

Job Title: Housing Choice Voucher Compliance Specialist (Full-Time)

Job Summary: The HCV (Housing Choice Voucher) Compliance Specialist is responsible for auditing, policy implementation, training, and reporting to ensure strict adherence to all federal, state, and local regulations set by the Department of Housing and Urban Development (HUD). The position reports to HCV Manager and the Executive Director or designee.

KEY DUTIES AND RESPONSIBILITIES

- **Conduct File Audits:** Perform detailed quality control reviews of participant files (initial certifications, annual/interim re-certifications, move-ins, move-outs) to ensure accuracy, completeness, and proper documentation of income, assets, and eligibility criteria.
- **Policy and Procedure Management:** Develop, administer, monitor, and update the agency's policies and procedures (including the Administrative Plan) to align with changing HUD mandates and other applicable laws.
- **Regulatory Interpretation and Guidance:** Interpret federal and state housing rules and regulations (e.g., NSPIRE, SEMAP, HOTMA) and serve as a subject matter expert for staff questions, providing technical assistance and general program guidance.
- **Compliance Monitoring and Reporting:** Track compliance findings using auditing and tracking systems, prepare summaries and reports for management and regulatory agencies, and coordinate responses to external audit inquiries.
- **Staff Training:** Identify areas of non-compliance and training needs; develop and implement training programs and modules to educate staff on proper procedures and regulatory requirements.
- **Quality Control and Risk Mitigation:** Manage comprehensive quality control programs, identify compliance risk areas, and oversee the implementation of corrective *actions to prevent, detect, and deter errors or wrongdoing*.
- **Systems Management:** Generate and coordinate with operations staff to correct errors in electronic reporting systems like EIV (Enterprise Income Verification), PIC (PIH Information Center) and VMS (Voucher Management System)
- **HCV Participant Compliance:** Assist with preparing/reviewing participant repayment agreements, terminations and fair hearings, ensuring compliance with program rules.

ESSENTIAL SKILLS AND QUALIFICATIONS

- **Knowledge:** Thorough knowledge of HUD regulations, rules, policies, and federal, state, and local laws related to affordable housing programs.
- **Attention to Detail:** Accuracy in audits and reviews, and strong organizational skills for managing extensive documentation and records.
- **Analytical Skills:** Ability to analyze data and program performance metrics to identify trends, issues, and solutions leading to better compliance.
- **Communication:** Excellent verbal and written communication skills to effectively communicate policies, explain findings, and provide training to staff as needed.
- **Certifications:** Relevant certifications such as Housing Choice Voucher Specialist or Certified Occupancy Specialist (COS)
- **College Degree:** An Associate's degree required; Bachelor's degree preferred.
- **Experience:** At least ten (10) years' experience in housing voucher program management, case management, or a related field focusing on compliance and quality assurance.

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COMPENSATION AND BENEFITS:

- Salary Range: \$65,000-\$75,000 annually, commensurate with experience
- Health and dental insurance
- Retirement plan
- Paid time off (vacation, sick leave, holidays)
- Employee Assistance Program