

HOUSING AUTHORITY OF THE CITY OF EAST ORANGE

JOB VACANCY

Job Title: HOUSING ASSISTANCE TECHNICIAN (Full-Time)

This position reports directly to the Housing Choice Voucher Program Manager and performs the following duties:

Job Duties:

- Assist with determination of eligibility for potential program participants and owners.
- Enforcement of federal, state, local and agency regulations, policies, and procedures.
- Display understanding of the program rules, regulations, policies and procedures to prospective applicants, participants, and property owners.
- Schedule and provide follow up as necessary on appointments, maintain accurate client, owner and rent data records.
- Review information for accuracy, update information as needed and secure confidential information and respond to and mediate concerns and complaints.
- Review participant obligations and responsibilities and determine program noncompliance or violations. Prepare documents if needed as it may relate to program terminations and attend Informal Hearings with the Housing Choice Voucher Manager if requested.
- Conduct ongoing research in accordance with HUD related program changes and conduct periodic research to avoid overpayment and misuse of federal funds including deceased tenant reports, debts owed reports and multiple subsidy reports.
- Process participant initial unit lease ups, annual recertifications, interims, and issue necessary paperwork to assist in facilitating a participant move to another unit or jurisdiction.
- Data entry and processing in housing computer software system.
- Submit weekly/monthly reports as requested by management.
- Any other related duties.

Requirements:

- Minimum High School Diploma or equivalent. Associate's or bachelor's degree preferred.
- Must have passed the HCV Specialist Certification or attain within 90-days of employment.
- Working knowledge of Microsoft Excel, Word, and Outlook.
- Excellent written and verbal communication skills.
- A minimum of (2) years of progressively responsible work experience for a public housing agency (Public Housing Program or Housing Choice Voucher Program)
- Experience using computerized HCV systems. Know of Tenmast or MRI a plus.

Employment application may be obtained by Email: dsimpkins@eoha.org or in person at 160 Halsted Street, East Orange, NJ 07018, between the hours of 9 am to 4 pm, Monday through Thursday.

Posting Date: September 20, 2023

Application is accepted until the position is filled.