

# Housing Coordinator

**Organization:** Natick Housing Authority

**Date Posted:** 1/4/2022

**Posted By:** Sue Hur

**Date Needed:** 2/1/2022

**City:** Natick

**Location:** Massachusetts

**Country:** United States

**Primary Category:** Staff

**Salary:** \$47,000 to \$ 52,000 yearly

**Type of Position:** Full-Time

**Education Requirement:** Associates Degree

**Experience Requirement:** 1-2 years

## **Description & Details**

1. Class Title: Housing Coordinator
2. Salary: \$47,000-52,000
3. Job Summary. The Housing Coordinator is responsible for the administration of DHCD regulations governing the State Aided Public Housing for Family, Elderly and Veteran Program with regard to applicants, leasing participants, and Housing Management. Work is performed in conformance with applicable regulations, statutes, and housing authority policies and procedures.

4. Supervision Received

This position receives direct supervision from the Executive Director

5. Principal Duties

- Maintaining and administering a caseload of State Aided Public Housing Rental Units as assigned, in compliance with all applicable state regulations and the NHA's administrative plans and policies.
- Manage applications, data entry and placement for CHAMP (Common Housing Application for Massachusetts Programs) waiting lists.
- Provide information to Executive Director as require for DHCD reporting purposes.
- General reception duties including greeting walk-ins, answering incoming calls, daily distribution of mail and processing of bulk mailings.
- Applicant and Participant Intake / Outreach: answer inquires; explain the State aided Public Housing program(s) and waiting list, assist applicants in completing the application process.
- Housing Provider Outreach: Explain State Aided Public Housing program(s) to prospective Housing Management including but not limited to such topics as security deposit, procedures of leasing Contracts, procedure for program participation and rent reasonableness.
- Other duties as assigned.

6. Knowledge, Skills and Abilities

- Become and remain familiar with the laws, regulations, policies, and procedures pertaining to state funded rental assistance programs administered by the NHA.
- Respect and sensitivity to the challenges faced by individual and/or families with low income, housing instability, persons with disabilities, and elders.
- Ability to work independently and in a team setting.

- Demonstrated success in working with individuals and groups of diverse backgrounds.
- Excellent written and oral communication, organizational skills and attentiveness to detail.
- Skilled in Microsoft Office including excel, word, and outlook.
- Ability to adapt to and learn new computer software programs
- Bilingual individuals are encouraged to apply
- Knowledge of federal/state leased housing management

## 7. Training & Experience

Ideal candidate will possess one (1) to three (3) years of experience in leasing or property management office. Familiarity with PHA-Network.net software; training and knowledge in areas of state leased housing; landlord/tenant law; and a knowledge of property management practices a plus. Valid Massachusetts Driver's License and access to reliable transportation required. An associate's degree in Business/Public Administration, human services, or related course of study is desirable. Bilingual is a plus.

The selected candidate will undergo a pre-employment a criminal (CORI) background check. The Natick Housing Authority is an equal opportunity employer and qualified Section 3 residents, minorities, women, handicapped, veterans and all others are encouraged to apply. Send resume with cover letter to Natick Housing Authority, 4 Cottage Street, Natick, MA, 01760, or e-mail to [SHur@NatickHA.org](mailto:SHur@NatickHA.org). No phone calls please. Position open until filled

Excellent public employee benefits package available. Please review the full job description on our website: NHA[www.natickha.org](http://www.natickha.org).