**MALDEN HOUSING AUTHORITY** **EMPLOYMENT OPPORTUNITY**

**PUBLIC HOUSING SPECIALIST**

**Starting salary: $42,500; excellent health, retirement and other benefits.**

The job responsibilities of Public Housing Specialist position include but are not limited to:

• Various daily functions including answering phones, emails, scheduling appointments, and filing

• Assisting with program administration in performing lease-ups, annual and interim recertifications, various types of in-unit inspections, and lease compliance reviews and related meetings, hearings and enforcement actions

• Assists in the issuance of leases, conducts move-in orientations,

• Performs quality control checks on resident files; attends staff and contractor unit and building inspections; and processes program related paperwork

• Submits documents and reports to HUD’s PIC and EIV electronic reporting systems, and to DHCD’s HAFIS electronic reporting system

• Issues and tracks maintenance emergency and non-emergency work orders, and ensures work orders are completed

• Familiarity with applicable federal, state, and local regulations of public housing management and continued occupancy practices, techniques, policies and programs, especially as related to both HUD and DHCD assisted public housing

• Explaining lease agreements, and program rules and regulations concerning the property and living areas

• Handling tenant complaints and forwarding information to the appropriate MHA personnel

• Preparing necessary documents for processing and scheduling move-ins and move-outs

• Verifying rent payments, issuing receipts and maintaining pest abatement lists Minimum

**Qualifications:**

• 1 - 3 years’ work experience with a MA Public Housing Authority desired

• High School Diploma or GED required

• Ability to accurately perform basic mathematical calculations

• Competent computer software utilization and database management skills, inclusive of proficiency with Word and Excel; ability to become proficient in the use of MHA’s Public Housing Software Program(s) (currently HAB/MRI)

• Effective oral and written communication skills

• Knowledge and understanding of Public Housing Fair Housing and Limited English Proficiency requirements preferred.

• Valid Massachusetts’s Class D Driver’s License together with use of a registered and insured personal vehicle for full duration of employment required

• Bilingual skills (Mandarin, Cantonese, Haitian Creole, Arabic, other) strongly preferred

The successful candidate must satisfactorily pass MHA’s pre-employment criteria consisting of a Criminal Offender Record Information (CORI) check and a drug and alcohol screening prior to receiving an offer of employment.

To Apply:

Send cover letter of interest and resume inclusive of at least two (2) work and two (2) personal references to HR Director, Raul Campillo, at:

**rcampillo@maldenhousing.org**

If you have any questions or concerns regarding this position, please email Director Campillo at the email address listed above.

The MHA is an Equal Opportunity Employer and a Drug and Smoke-Free Workplace