**MALDEN HOUSING AUTHORITY EMPLOYMENT OPPORTUNITY**

**TENANT SELECTION/OCCUPANCY GENERALIST POSITION**

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

**JOB DESCRIPTION:**

The Malden Housing Authority (MHA) is seeking a Tenant Selection/Occupancy Generalist to assist in the administration of its Public Housing and Voucher programs. This full-time (35 hours/week) position works under the general supervision of the Occupancy Director with some latitude permitted for the exercise of independent judgment in carrying out assigned duties, and requires sound organizational ability, attention to detail, and good customer service skills.

Additional duties of this position include, but are not limited to: performing simple tasks relating to public housing and voucher wait list administration; generating applicant CORI reports; maintaining accurate manual and computer records; managing applicant filing system; processing occupancy/tenant selection documentation; performing applicant intake for both public housing and voucher programs; verifying applicant eligibility, income, asset, preference and priority status; assisting the receptionist with applicant families; contacting applicants with follow up; reviewing applicant paperwork and documents; responding to applicants’ questions and assisting in the application process; arranging for home inspections of applicants’ residences prior to making an offer of placement; coordinating placement and lease up of/voucher issuance to applicant families with MHA public housing and Section 8 staff. The selected Candidate should know or will be expected to learn how to satisfactorily use MHA’s HAB/MRI or other public housing software system, as well as the U.S. Department of Housing and Urban Development’s (HUD’s) PIC/WASS/EIV and the MA Department of Housing and Community Development’s (DHCD’s) HAFIS and CHAMP electronic reporting systems.

**Qualifications:**

This is an entry-level position. The selected Candidate will have experience in or ability to learn how to interview applicant families, determine eligibility in accordance with HUD and DHCD regulations, guidelines and program requirements, and to verify preferences and qualifications for placement in MHA’s public housing and section 8 programs.

**Required skills:** good verbal and written communication skills; ability to take direction and complete tasks, but also to work as part of a team; ability to process and complete correspondence; ability to maintain accurate and complete files; good computer literacy, with competent ability to use MS Office products including Word, Excel, and Outlook; and ability to establish and maintain good working relationships with applicants, clients, external agencies, MHA staff, federal, state and local officials, and the general public.

**Preferred Skills:** Some knowledge of local and community, social, supportive and general assistance agencies, institutions and service providers with the ability to refer applicant families, as needed, desired; Bi/multi-lingual in English and one or more of Cantonese, Mandarin, Haitian Creole/French and/or Arabic, strongly desired. Knowledge and understanding of Public Housing Fair Housing and Limited English Proficiency requirements preferred.

Some work experience in the Occupancy/Tenant Selection Department of a MA Public Housing Authority preferred. High school diploma or GED required.

**SPECIAL REQUIREMENT FOR HIRING AND CONTINUED EMPLOYMENT:** A current and active MA Class D Driver’s License with use of a registered and insured vehicle is required for full term of employment. 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) recent work and two (2) personal (non-family) 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 MALDEN HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG & SMOKE FREE AGENCY