**MALDEN HOUSING AUTHORITY**

**VOUCHER PROGRAM GENERALIST - OPEN UNTIL FILLED**

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

**JOB SUMMARY:**

The MHA’s Section 8 Housing Choice Voucher Generalist (Generalist) is a full-time, 35 hour/week skilled staff person who works under the supervision of the Program Director and the Senior Generalist, and whose primary responsibility is to provide management services for an assigned caseload of 250 - 300 federal and state participant files and participate in, expedite and improve workflow processes. The Generalist must have the ability to satisfactorily complete all job functions as described in Chapter 21 of HUD’s Housing Choice Voucher Program Guidebook relating to the administration of confidential Section 8 client files, inclusive of, but not limited to: Voucher Issuance, Lease-Up, Initial Certification, Annual Certification, Interim Certification, Move-in, Move-Out, Portability (exclusive of billing) and End Participation, all in full compliance with HUD rules, regulations, notices, guidebooks and directives, the MHA’s Section 8 HCV Administrative Plan, and the MHA’s management policies, procedures and practices, and as all of same maybe updated. The Generalist will also perform other duties as assigned by the Director and/or Senior Generalist.

**KNOWLEDGE, SKILLS AND ABILITIES:** The Generalist must understand federal and state program regulations, policies, procedures and forms, and must be skilled in the use of a personal computer, specifically as relates to operating, word processing and public housing software systems, and in utilizing HUD and DHCD reporting and verification systems, inclusive of PIC, EIV and HAFIS. The Generalist must also be proficient in creating, submitting and monitoring HUD 50058 forms and have the ability to correct submission errors in accordance with HUD regulations and MHA policies. The Generalist must possess very good verbal and written communication skills, be detail oriented, proficient in collecting and disseminating information, and have the ability to establish effective and professional working relationships with all MHA staff, participant families, advocates, owner/landlords and the public. Additionally, the Generalist must meet deadlines and perform overtime and troubleshooting in relation to MHA audit and workload demands, as required, and must be able and willing to assist other program Generalists with their duties, as necessary. The Generalist is expected to obtain and remain current with the training, certifications, knowledge and/or skills required to continually function in a proficient manner in furtherance of the MHA’s professional administration of the Section 8 HCV Program. Knowledge and understanding of Fair Housing and Limited English Proficiency requirements and fluency in both English and a second language (Cantonese/Haitian Creole/Spanish) desired.

**PHYSICAL REQUIREMENTS:** Light lifting (10 – 25 lbs) on a frequent basis. Speaking, seeing, hearing, sitting, reaching, grasping and digital manipulation required.

MINIMUM QUALIFICATIONS: High School diploma/GED or better, with 1 - 3 years of full-time Section 8 Program experience at a MA Public Housing Authority or sponsor agency similar in program size (900+ vouchers) to MHA. Applicants are strongly encouraged to possess an Eligibility, Income and Rent Calculation Certification issued from a nationally recognized entity or will be expected to attain such certification within eighteen months of hire.

A current and valid MA Class D Driver’s License and use of a registered and insured automobile 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) 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