

MANCHESTER HOUSING AUTHORITY
Notice of Job Posting
Posting Date – June 12, 2023

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The Manchester Housing Authority (MHA) is a public housing agency funded by federal, state and local sources and by tenant rent payments.

MHA is subject to stringent federal and state regulation and is an Equal Opportunity employer.

POSITION:	Housing Coordinator for Section 8 Program
WAGE RATE/RANGE:	\$17.00 – 19.00 PER/HR
REGULAR HOURS:	8:00 AM - 4:00 PM WITH A 1 HOUR LUNCH (35 HOURS PER WEEK)
FLSA:	Non-Exempt

ESSENTIAL JOB FUNCTIONS:

The Authority is engaged by John D’Amelia & Associates, LLC. (JDA), an entity under direct contract with the Connecticut Department of Social Services (DSS), to administer programs funded by the U.S. Department of Housing and Urban Development (HUD) and/or by the State to provide housing assistance to persons who qualify for Section 8. The Housing Coordinator for Section 8, a federally-funded housing assistance program established under the Housing and Community Development Act of 1974, must follow and apply policies and procedures established by JDA and federal and state regulations in reviewing applications for housing assistance, and in certifying the eligibility of tenants and applicants for assistance programs.

The Housing Coordinator applies JDA, DSS and HUD regulations in determining the eligibility of tenant applicants, performing or assigning background checks, calculating rent payments based on tenant income levels, certifying tenant eligibility, contacting landlords concerning tenant-related issues, arranging inspections of housing units, and all related activities consistent with the regulatory scheme.

The Housing Coordinator uses computers and both standard Microsoft and specialized computer programs to perform many of the essential functions of the position.

The Housing Coordinator also meets face-to-face and by telephone with tenants and prospective tenants and landlords, and meets with tenants/applicants at the Housing Authority offices to discuss eligibility and housing needs. From time to time the Housing Coordinator may be required to assist the Authority in Housing Court proceedings involving tenants and landlords.

The Housing Coordinator is exposed to confidential personal financial and health-related information concerning tenants and applicants, and must respect and maintain the confidentiality of all such information.

The Housing Coordinator works with other members of the JDA and Section 8 program staff, but reports directly to the Executive Director, who may require the performance of additional functions and duties in furtherance of the Authority’s mission.

Any other functions that may be asked upon.

ESSENTIAL JOB REQUIREMENTS AND QUALIFICATIONS:

1. Proficiency with computers and ability to learn software programs used in maintaining records of Section 8 applicants/tenants.
2. Ability to communicate clearly and accurately in English, both in writing and orally, using computer keyboard and federal/state/MHA paper forms. A High School diploma or the equivalent is required; an associates' degree from a community college is preferred.
3. Ability to follow and implement JDA policies and state and federal regulations, and to complete routine tasks with minimal supervision.
4. Ability to meet JDA reporting requirements on deadline.
5. Ability to inform tenants and landlords of applicable regulations accurately and tactfully.
6. Ability to interact effectively with housing applicants and tenants under stressful and emotionally charged circumstances.
7. Ability to prioritize responsibilities under pressure and to carry out job functions in a timely and effective manner.
8. Ability to prioritize workload in order to meet deadlines.
9. Physical: the Housing Coordinator must bend, kneel, and/or squat to file and retrieve documents concerning tenant and landlord applications and related data; be capable of carrying files to and from filing cabinets; and be able to walk and/or drive to meet with tenants.
10. Personal: the Housing Coordinator must work effectively with other Authority personnel in a cooperative manner aimed at completing tasks quickly and efficiently.
11. Connecticut driver's license: A valid Connecticut driver's license is required

Applicants who wish to be considered must submit a resume/letter of interest until position is filled

***Executive Director, MHA
24 Bluefield Drive
Manchester, CT 06040***

All Manchester Housing Authority job applicants must be prepared to undergo a criminal background check and testing for the use of unlawful drugs prior to employment.