

Housing Administrator

Summary/objective:

Warren Village practices and measures diversity, equity, inclusion and culture competency as a core expectation for all positions.

This position is responsible for assisting residents with and completing all HUD and LIHTC paperwork for interim and annual recertifications, preleases and leases, and ensuring that all files are in compliance with HUD and LIHTC regulations. Position also works with residents for rent issues and overall resident satisfaction.

Essential Functions and Responsibilities:

- Maintain high occupancy rates by overseeing move-outs, rent payments and rent payment plans
- Meets with residents to complete all HUD and LIHTC paperwork for interim and annual recertification
- Completes move-outs, special claims, EIV, background checks and other compliance tasks
- Completes all 10-day notices and other associated communications
- Completes quarterly in-house resident file audits to ensure smooth annual external agency audits
- Assists with Rent Reporting program documentation
- Prepares monthly Special Claims documentation
- Sets appointments, writes and posts notices, warnings and infractions, assembles resident files, and assists residents and visitors
- Works directly with applicants in applying for the program including discussing the program, reviewing applications as they are returned, making copies of relevant documents, running background checks, setting follow-up appointments, and helping those who do not qualify for the program with information about alternative resources
- Greets all visitors to the building in a positive and helpful manner while enforcing building visitor/security policies
- Follows all Ethics, Policies, Regulations, Rules and Standards governing employment, health/safety, conduct and Fair Housing rules, established by Federal, State or Local agencies and management
- Assists as needed with oversight of contractors, vendors and volunteers
- Attend ongoing professional development opportunities and update trainings around Fair Housing laws, LIHTC, Section 8 compliance, state-specific regulations, and other supportive housing regulations to ensure current and best practices are being utilized at all times
- Maintain regular communication with external property compliance company regarding resident situations, paperwork accuracy, and other
- Performs a variety of research tasks as needed

Minimum Requirements:

- Associates degree (AA) or equivalent from a two-year college or technical school in business or any Human Services-related field. (*Education substitute: 2 years of related experience for one year of education*)

- One year of experience working with HUD, Section 8 voucher programs and/or LIHTC properties and fair housing laws.
- One year of experience working with a chronically homeless population of human services, shelter care or residential programming required.

Preferred education and/or experience:

Related apartment leasing/rental experience and work with maintenance staff preferred

Salary & Benefits: \$50,000 – 59,000 DOE. Attractive benefit package including medical, dental, and vision insurance as well as a company contributed Health Savings Account and a Flexible spending accounts, company paid Life and LTD insurance, a childcare discount in our fully accredited Early Learning Center, a matching 403(b) retirement plan and a generous PTO package.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org. Subject line: **Housing Administrator**

1. Resume
2. Cover letter

Only applicants selected for an interview will be contacted.

The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or another protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.