

**State Rental Assistance Program Assistant - (21000SD)**

**Official Title:** Housing Program Specialist I

**Functional Title:** State Rental Assistance Program Assistant

**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street

**Job:** Community and Social Services

**Agency:** Department of Housing & Community Development

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Jan 26, 2021, 3:23:49 PM

**Number of Openings:** 1

**Salary:** \$50,794.12 - \$71,863.74 Yearly

**Bargaining Unit:** 06-NAGE - Professional Admin.

**Confidential:** No

The State Rental Assistance Program Assistant provides program support to state rental assistance programs Alternative Housing Voucher Program (AHVP) and Department of Mental Health Rental Subsidy Program (DMHRSP) and monitors the programming of the Housing Consumer Education Centers (HCEC). Duties include assisting the Assistant Director, State Programs, the Deputy Director of the Division of Rental Assistance, the Director of the Division of Rental Assistance, and other staff to implement and administer the programs on a daily basis.

**DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):**

**Program Support - AHVP**

1. Support the Assistant Director and AHVP/DMH Coordinator in allocation, issuance, and leasing of additional program vouchers in FY21/FY22. This includes working with housing agencies on opening waiting lists, helping to onboard new housing agencies to administer the program, and checking with Local Housing Authorities (LHAs) on progress in issuance and leasing of vouchers.
2. Support the Assistant Director and AHVP/DMH Coordinator in the development and promulgation of new AHVP Administrative Plan, program documents, and regulations, as necessary.
3. Support the Assistant Director and AHVP/DMH Coordinator in the development and coordination of trainings and materials, especially for housing agencies beginning to administer AHVP.
4. Coordinate with Division of Public Housing to review number of non-elderly disabled individuals living in 667 and on 667 waiting lists to identify additional LHAs that may benefit from adding AHVP vouchers.
5. Assist Assistant Director and AHVP/DMH Coordinator in monitoring programs for performance and compliance.
6. Track voucher transfers within the program and ensure correct voucher allocations.
7. Compile program reports and data from housing agencies, as necessary.

**Program Support - DMHRSP**

1. Support the Assistant Director and AHVP/DMH Coordinator in continued program growth through FY21 and FY22.
2. Support the Assistant Director and AHVP/DMH Coordinator in updating program documents, and regulations, as necessary.

3. Support the Assistant Director and AHVP/DMH Coordinator in the development and coordination of trainings and materials.
4. Assist Assistant Director and AHVP/DMH Coordinator in monitoring programs for performance and compliance.
5. Track number of leased vouchers at housing agencies and ensure correct voucher allocations in the contracts database.
6. Compile program reports and data from housing agencies, as necessary.

#### **Housing Consumer Education Center**

1. Coordinate the procurement and contracting process, including signing of contracts with housing agencies that administer the program.
2. Collect and process invoices and monitor spending.
3. Collect and process progress reports, as required.
4. Monitor hiring, as required.
5. Assist in any Eviction Diversion Initiative (EDI) expansion activities, as required.
6. Monitor HCEC activities through shared database.
7. Monitor and coordinate services provided by HCECs.
8. Compile legislative and other requested reports, as required.
9. Other duties as assigned.

#### **PREFERRED QUALIFICATIONS:**

1. Excellent writing and communication skills.
2. Demonstrated experience administering rental assistance programs, including Massachusetts Rental Voucher Program (MRVP), AHVP, DMHRSP, or Section 8, strongly preferred.
3. Knowledge of the principles of rental assistance and housing development including terminology.
4. Knowledge of the principles underlying civil rights, equal opportunity programs, and fair housing as they pertain to achieving the objectives of subsidized housing programs.
5. Experience administering programs for vulnerable populations and/or persons with disabilities strongly preferred.
6. Understanding of Local Housing Authorities and/or Regional Administering Agencies, Service Providers, and advocacy networks and organizations preferred.
7. Intermediate knowledge of Microsoft Word, Excel and PowerPoint preferred.
8. Experience in preparing training materials is desirable.
9. Ability to read and interpret documents such as contracts, leases, regulations, budget language, program guidelines, etc.
10. Strong attention to detail.
11. Ability to work collaboratively, independently and as part of a team.
12. Excellent time management skills, including the ability to prioritize work, escalate issues, adjust to changing priorities and meet required deadlines.

#### **MISSION STATEMENT:**

Department of Housing and Community Development (DHCD) is within Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent affordable housing opportunities, economic vitality of communities and sound municipal management.

#### **COMMENTS:**

**Please upload resume and cover letter.**

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

**QUALIFICATIONS:**

**First consideration will be given to those applicants that apply within the first 14 days (by 02/09/21).**

Minimum Entrance Requirements:

Applicants must have at least (A) two years of full-time, or equivalent part-time, professional experience in real estate management, property management, public housing program management, public housing program development or public housing program administration, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's degree with a major in real estate, public administration, business administration or business management may be substituted for a maximum of one year of the required experience.

II. A Bachelor's or higher degree with a major in real estate, public administration, business administration or business management may be substituted for the required experience.\*

\*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Special Requirements: Based on assignment, possession of a current and valid Massachusetts Motor Vehicle Operator's License may be required.

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli – 617-573-1254**

**HOW TO APPLY**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=210000SD>