

Project-Based Voucher Specialist - (230002RF)

Description

DHCD is seeking a Project-Based Specialist in the Division of Rental Assistance!

AGENCY MISSION:

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.

OVERVIEW OF ROLE:

The Project Based Program Specialist assists the Assistant Director of Federal Programs and the Project-Based Coordinator in all activities related to Project-Based Vouchers (PBV) including: Moving to Work (MTW) PBVs, Enhanced Vouchers (EVs), Moderate Rehabilitation (Mod Rehab), and Rental Assistance Demonstration (RAD). The incumbent will serve as a resource to Division staff, Regional Administering Agencies (RAAs), affordable housing developers and other program stakeholders. They will support the development, implementation and administration of MTW activities related to PBV.

The incumbent assists in developing procedures and program guidance, prepares and processes program documents, maintains program databases and, ensures compliance with federal and state regulations. In addition, this position provides technical assistance to developers and RAAs and works closely with DHCD's Housing Development Division on approved, affordable housing applications that include both capital funding and PBV funding. This position assists in managing the pre-development stage for all approved PBV projects including reviewing and approving Tenant Selection Plans and Affirmative Fair Housing Marketing Plans, facilitating communications between RAAs and developers and preparing and coordinating the execution of all program contracts.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Monitoring & Tracking:

- Assists in monitoring and tracking existing Section 8 Moderate Rehab and Single Room Occupancy (SRO) portfolio.
- Assists in tracking Housing Quality Standards (HQS) inspections for the Mod Rehab portfolio,
- Tracks the reduction of the Mod Rehab units.

2) Data Management:& Contracting:

- Maintains extensive program data base and oversee project contract renewal by subcontractors
- Coordinates Annual Contributions Contract reductions and conversions to HCVP funding.
- Maintains and updates existing and databases and document management systems for the various project-based programs, and creates new databases, as necessary.

3) Reporting & Reviewing:

- Serves as point person for rental assistance-related reports through DHCD's Fraud, Waste, and Abuse hotline including receiving, investigating, and closing out all complaints in coordination with other program staff, as necessary. Escalates concerns to the deputy director or director, as appropriate.
- Assists in the preparation and submission of detailed quarterly reports to U.S. Department of Housing and Urban Development (HUD).
- Assists in creating reports for tracking Mod Rehab activities.
- Assists Coordinator with conducting environmental and subsidy layering reviews

4) Technical Assistance:

- Serves as technical resource to Division of Rental Assistance staff, RAAs, and affordable housing developers interested in project-based rental assistance
- Acts a technical resource for the RAAs regarding Mod Rehab.

5) Collaborating & Assisting:

- Assists the PBV team with RAD conversions.
- Assists DRA in preparation of Section 8 PBV-related program documents, including applications, forms, training documents, and Notice of Funding Availability (NOFA).
- Works closely with Housing Development Division staff on approved affordable housing applications that include both public funding and PBV funding.

PREFERRED QUALIFICATIONS:

1. Demonstrated knowledge and/or experience with Section 8 or other affordable housing programs.
2. Experience with real estate development, particularly affordable housing development.
3. Experience with supportive housing programs or working with persons with disabilities.
4. Experience completing or reviewing HUD forms and interpreting regulations
5. Intermediate or Advanced proficiency in Microsoft Access and Excel
6. Industry Certifications (Multifamily Housing Specialist, HCV Specialist, etc.)

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

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.

Minimum Entrance Requirements:

Applicants must have at least (A) three 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 degree in real estate, public administration, business administration or business management may be substituted for a maximum of two years for the required experience.*

III. A Master's or higher degree with a major in 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.

Official Title: Housing Program Specialist II

Functional Title:

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: Feb 23, 2023, 11:55:26 AM

Number of Openings: 1

Salary : \$61,047.22 - \$87,395.10 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Hybrid Work Eligible: Yes

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160

Executive Order #595: As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

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

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=230002RF>