

Housing Coordinator (Section 8)

Butler Metropolitan Housing Authority is accepting applications for the position of Housing (Section 8). The position is responsible for conducting annual and interim reviews, amendments, movers, portabilities, and other special housing reviews; signs HAP contracts with Section 8 participants and property owners; determines appropriate follow-up action

ESSENTIAL FUNCTIONS:

1. Conducts annual and interim reviews, amendments, movers, portabilities, and other special housing reviews; determines appropriate follow-up action.
2. Updates tenant files, processes income verifications, verifies continuing eligibility, and ensures all paperwork is complete.
3. Computes rents in proportion to tenant's income, including retro-rent calculations and processing procedures.
4. Assists landlords with annual rent increases as allowed by HUD.
5. Terminates assistance of participants as required.
6. Identifies fraudulent activities and notifies supervisor.
7. Serves as authorized agent to sign contracts with tenants and landlords.
8. Schedules notification to owners and families for the annual re-certification and inspection.
9. Negotiates contract rents with owners by following HUD guidelines.
10. Enters data of new admission files, portability files, and relocating tenant files.

QUALIFICATIONS:

High school diploma or equivalent with technical training in social work and two (2) to three (3) years of Section 8 experience

Salary 22.26 - \$25.21 per hour

Minorities and Veterans are strongly encouraged to apply.

Applicants may apply via fax 513.896.9381, email to mveal@butlermetro.org, website www.butlermetro.org; or mail to the address listed below.

Butler Metro Housing Authority
Attn: Human Resources Department
4110 Hamilton-Middletown Rd
Hamilton, OH 45011-6218

No phone calls will be accepted.

BMHA is EOE