

The Brunswick Housing Authority seeks qualified applicants for the position of HCV Specialist. This position is responsible for performing general clerical work and assigned duties pertaining to, and in accordance with, the Agency's Public Housing leasing and occupancy policies and procedures and in accordance with HUD, federal, local and other applicable laws, rules, policies and procedures.

Duties

- Processes resident annual and interim recertifications to maintain records of resident life changes, including changes in employment status, changes in family members, etc.; reviews resident submissions and updates related resident files.
- Processes Housing Assistance Program (HAP) payments; makes calculations based on established guidelines to determine portion of rent to be paid with program funds.
- Reviews applicant and tenant check stubs, bank deposits, and other information to determine income and program eligibility.
- Processes rent increase requests from landlords; reviews requests for reasonableness and informs landlords or results.
- Processes new property additions; provides information and assistance to landlords; reviews rent proposals; forwards new property information for inspection.
- Responds to telephone calls and email from residents in order to provide information and assistance and resolve problems.
- Processes tenant move-ins, move-outs, and transfers from other housing authorities; issues vouchers.
- Participates in the promotion of program services to the public and in the review of applications to determine program eligibility.
- Performs internal audits and makes changes to charts as indicated by audit results.
- Monitors and reviews waiting list to ensure that information is accurate and up-to-date and that those on the list remain eligible for the program.

Knowledge, Skills & Abilities

- Knowledge of Housing Choice Voucher program client eligibility requirements.
- Knowledge of Housing Choice Voucher program guidelines related to setting and increasing rent.
- Knowledge of Housing Choice Voucher program guidelines for rental property.
- Knowledge of computers and job-related software programs.
- Skill in preparing reports and presenting information in a clear, organized, and convincing manner.
- Skill in reading and understanding complex material.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

Minimum Requirements

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

This is a full-time position with an entry rate of \$18.41 per hour. The successful candidate is eligible for all benefits afforded to full-time employees including health, vision and dental insurance, disability insurance, deferred compensation and pension, and a generous leave package. Please submit your application (<https://www.brunswickpha.org/job-application>) and résumé to Orah Reed, Director of Human Resources at oreed@brunswickpha.org by 5:00 pm EDT on Thursday, May 1, 2025.