

Rental Assistance/HAP Specialist

The Quincy Housing Authority is hiring for a Rental Assistance/HAP Specialist. The Rental Assistance/HAP Specialist assists in administering all rental assistance programs, including but not limited to Section 8 Housing Choice Vouchers, Enhanced Vouchers; Project Based Vouchers; Designated Housing Vouchers; Mod Rehab SRO; and MRVP. S/he is responsible for eligibility certifications, rent determinations, lease processing, processing of HAP payments, preparing various reports related to rental assistance and maintaining complete and accurate records of program. This position is in the AFSCME bargaining unit. Salary is \$48,968.60, with a \$1,500.00 increase after one year, plus benefits. Two years of college education in human services related subjects or three years experience in related position required. Prior experience working with tenants, particularly low-income tenants, preferred. A Quincy Housing Authority Job Application can be downloaded from the Documents Section of the Quincy Housing Authority website at www.quincyha.phanetwork.com. An Application and Resume should be submitted to Terry Champion, Administrative Assistant, Quincy Housing Authority, 80 Clay Street, Quincy, MA 02170, by 4:00 p.m. on October 26, 2018 or emailed to jobs@quincyha.com