

Housing Choice Voucher Program Coordinator

The Township of Neptune Housing Authority (TNHA) is seeking a qualified person to join its management team as the **Housing Choice Voucher Program Coordinator (aka Section 8)**. This position reports directly to the Executive Director, and manages the HCV program of approx. 260 vouchers, with the expectations of growing the program in the near future. The position is responsible for developing and revising policies and procedures in accordance with federal regulations and Housing Authority policies, and preparing in-house and HUD reports, and other program documents. The HCV Coordinator works closely with the accounting department to ensure maximum utilization of HUD funding, conducts quality control audits and inspections for the program, monitors the programs/goals and objectives on a continuous basis, and record keeping. The desired candidate will have the skills and knowledge to perform all HCV program tasks (i.e., intake, lease-up, annual recertification, interim income adjustments, HQS inspections, etc.). The successful candidate will be a consensus builder and collaborator who take the initiative to resolve issues expeditiously and create a team-oriented working environment. The ideal candidate will be a “can-do”, *high-energy* leader who delegates appropriately. While technical skills are vital and required, it will be necessary for the individual to have exemplary interpersonal skills, with the ability to encourage others and listen to feedback, work closely with executive leadership and staff from all departments, and adapt quickly to changing priorities in this fast-paced organization. Serving as a mentor and coach to the HCV team and having the interpersonal acumen to motivate staff, conduct in-house training of staff, proficient computer skills, and effective presentation skills are fundamental qualities of the HCV Coordinator. Verifiable significant experience of working with a diverse population of individuals is a prerequisite for the position. Another essential attribute the model candidate should possess is the propensity to create and maintain effective working relations with landlords and HCV participants, demonstrating an excellence in customer service to resolve problems and issues as they might arise. Garnering effective working relationships with community partners is important, as well as serving as the *face* of the HCV program in the community and the public are high priorities of the position.

MINIMUM QUALIFICATIONS: Experience working in Section 8, subsidized housing or property management; a minimum of seven (5) years of progressive experience; must be motivated, organized and possess good written and oral communication skills; and have working knowledge of HUD and other Federal, State and local regulations related to subsidized housing management. The successful candidate should possess *high integrity, confidentiality, and exemplary work ethics*. A valid New Jersey Driver’s License is required. **At least five years of experience at a public housing authority or similar entity, working directly in the Housing Choice Voucher program is HIGHLY PREFERRED.**

If you meet these qualifications, please mail: **cover letter, resume’, application, and three (3) verifiable work references**, to the attention of: Mr. Bart J. Cook, Esq. PHM, Executive Director. Neptune Housing Authority, 1810 Alberta Ave Neptune NJ 07753. Applications and job description are available on the TNHA’s website at tnha.org Salary will commensurate with education, training, management experience, and subsidized housing experience. A satisfactory criminal background check is required. **The TNHA offers excellent benefits.** Position is open until filled.

