**JOB VACANCY**

**Job Title: Housing Assistance Technician (Full-Time and/or Part-Time)**

The **Housing Authority of the City of East Orange** is currently accepting applications for the position of **Housing Assistance Technician**. This position reports directly to the Housing Choice Voucher Program Manager and performs the following duties:

**Job Duties:**

* Assist with determination of eligibility for potential program participants and owners;
* Enforcement of federal, state, local and agency regulations, policies and procedures;
* Display understanding of the program rules, regulations, policies and procedures to prospective applicants, participants and property owners;
* Schedule and provide follow up as necessary on appointments, maintain accurate client, owner and rent data records;
* Review information for accuracy, update information as needed and secure confidential information and respond to and mediate concerns and complaints;
* Review participant obligations and responsibilities and determine program noncompliance or violations. Prepare documents if needed as it may relate to program terminations and attend Informal Hearings with the Housing Choice Voucher Manager if requested;
* Conduct ongoing research in accordance with HUD related program changes and updates, and conduct periodic HUD reports to avoid overpayment and misuse of federal funding that include but are not limited to: deceased tenant reports, debts owed reports and multiple subsidy reports;
* Process participant initial unit lease ups, annual recertifications, interims, and issue necessary paperwork to assist in facilitating a participant move to another unit or jurisdiction.
* Data entry and processing in our housing software system, Microsoft Word, Microsoft Excel and additional computer and software applications as needed.
* Submit weekly/monthly reports as requested by management.
* Any other related duties.

**Requirements:**

* Minimum High School Diploma or equivalent. Associate’s or bachelor’s degree preferred.
* Working Knowledge of basic math computation.
* Understanding and working application of Microsoft Office.
* Excellent communication and written skills.
* A minimum of (2) years of progressively responsible work experience for a public housing agency (Public Housing Program or Housing Choice Voucher Program)
* *Tenmast* Software knowledge a plus.

Employment application may be obtained by Email: dsimpkins@eoha.org or in person at 7 Glenwood Avenue, Suite 304A, East Orange, NJ 07017, between the hours of 9 am to 4 pm, Monday through Friday.

Application is accepted until the position if filled.