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**EQUAL HOUSING
EQUAL EMPLOYMENT
OPPORTUNITY**

IMMEDIATE JOB OPENING – FULL TIME HOUSING CHOICE VOUCHER PROGRAM MANAGER

New Brunswick Housing and Redevelopment Authority is looking for detailed oriented fast paced individual to help manage the HUD Funded Housing Choice Voucher Program. The position includes casework for processing New Admission Applications and Annual Recertifications in compliance with HUD and Housing Authority regulations, while maintaining a focus on strengthening family sustainability within the local community. This person will also be responsible for tracking compliance within the department, maintaining all Program reporting, and acting as support for department personnel. Good and organized communication skills a must. Bi-lingual (English/Spanish) preferred and 3-5 years' experience in related field and or Management.

Key Responsibilities:

- Internal Compliance File Reviews
- Compliance Eligibility Reviews
- Hearing Coordination
- VMS Data Management
- Support Caseworkers and back-up
- Waiting List Management
- Recertification Reviews
- Determining eligibility of program applicants by verifying family composition, status, income, financial profile, and other pertinent information
- Effectively documenting and inputting data into industry specific software
- Assuring that the families provide signatures on forms and certifications and that they understand the Program Guidelines, by being responsive and answering questions timely
- Process landlord profile and refer to Inspector for inspections
- Prepare files by formulating final income, assets, rent, utility schedules and landlord profiles including compiling of all correspondence associated with the new admission to the program participant and landlord including final Contracts and Addendums.
- Completing and sending notifications for annual recertifications to participants
- Evaluating Continuing Participation Applications by verifying current family composition, status, income, financial profile, and other pertinent information
- Prepare files by formulating final income, assets, rent, utility schedules and landlord profiles including compiling of all correspondence associated with the recertification including addendums.
- Prepare any interim recertifications when tenant or landlords have changes between annual recertifications.
- Complete any correction documents if a form is determined to have an error
- Maintain all electronic and paper files to ensure compliance
- Assist with maintaining and managing any tenants who are not ending participation but are Porting to other jurisdictions

“Working Together, We Can Make a Better Future”

7 VANDYKE AVENUE NEW BRUNSWICK, NEW JERSEY 08901
TEL. 732-745-5157 www.nbnjha.org

Salary Range: \$55,000 to \$65,000 - We offer Benefits including, Health, Dental, Vision, Prescription, Pension and PTO.
Send resumes to: wlvinfo@nbnjha.org

NBHA is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the Civil Rights Act and New Jersey Law Against Discrimination. Under no circumstances will the Housing Authority discriminate on the basis of race, creed, color, national origin, nationality, citizenship status, ancestry, religion, age, sex, pregnancy, pregnancy-related medical condition, childbirth, childbirth-related medical condition, breastfeeding, gender identity or expression, affectional or sexual orientation, marital status, civil union status, domestic partnership status, disability, atypical hereditary cellular or blood trait, genetic information, liability for service in the United States Armed Forces, or any other characteristic protected by law.

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