The Walpole Housing Authority seeks a dedicated and experienced Housing Choice Voucher Coordinator to join our Public Housing Agency. The ideal candidate will be crucial in managing and implementing Housing Choice Voucher programs, ensuring compliance with relevant regulations, and supporting eligible individuals and families.

**Primary Responsibilities:**

**Program Administration**

* + Oversees the day-to-day administration of the Housing Choice Voucher (HCV) programs.
  + Conduct eligibility assessment for applicants and recertification for existing participants.
  + Manage the waiting list and ensure fair and consistent application processes.
  + Performs other related duties as may be assigned by the Executive Director.

**Compliance and Reporting**

* + Stay current with federal, state, and local regulations governing the Housing Choice Voucher program.
  + Prepare and submit required reports to regulatory agencies.
  + Conduct internal audits to ensure compliance with program guidelines.

**Tenant Relations**

* + Provide assistance and support to tenants participating in the Housing Choice Voucher program.
  + Address tenant inquiries, concerns, and issues promptly and professionally.
  + Conduct outreach activities to educate tenants on program requirements and resources.

**Landlord Relations**

* + Cultivate and maintain positive relationships with landlords participating in the Housing Choice Voucher program.
  + Facilitate communication between landlords and tenants to resolve issues.
  + Conduct landlord outreach to expand housing options for program participants.

**Training and Development**

* + Provide training to staff, landlords, and tenants on Housing Choice Voucher program policies and procedures.
  + Stay informed about changes in program regulations and disseminate information to relevant stakeholders.

**Qualifications**

* + Bachelor's degree in a relevant field (e.g., public administration, social work, housing management).
  + Knowledge of federal, state, and local housing regulations and Housing Choice Voucher program guidelines.
  + Strong case management and problem-solving abilities.
  + Previous experience in administering Housing Choice Voucher or other housing assistance.
  + Excellent communication and interpersonal skills.
  + Ability to work collaboratively with diverse stakeholders.
  + Proficiency in relevant software applications for data management.
  + Must maintain confidentiality of all programs and work-related duties.
  + Must have a valid Massachusetts driver's license and current vehicle insurance.
  + Must possess or obtain certification as a Housing Choice Voucher Specialist Certification with a year of hire.

**Application Process**

Interested candidates should submit their resume and cover letter detaining their relevant experience to: Monique S Bergeron, Executive Director, employment@walpolehousing.org. Fax 508-660-9973 or by mail at Walpole Housing Authority, 8 Diamond Pond Terr, Walpole MA 02081

Job Type: Full-time Pay: $55,000.00 - $65,000.00 per year

Benefits: • Dental insurance • Health insurance • Retirement plan