



Vermont State Housing Authority

One Prospect Street • Montpelier, Vermont 05602 • (802) 828-3295 • contact@vsha.org

NOTICE OF OPEN POSITION

Field Representatives Addison County Washington/Orange Counties

Updated December 2022

About VSHA: Since 1968, the Vermont State Housing Authority has been working to improve and expand access to affordable housing throughout the state. VSHA strategically partners and collaborates with rental property owners, nonprofit organizations, agencies, and municipalities to implement innovative programs that promote housing access and stability for our community members with income-based and other housing assistance needs.

Position: The Field Representative handles all field operations for VSHA's rental assistance programs at a professional level. Promotes housing development within the guidelines of the programs. Generates interest in programs' participation with landlords and tenants. Serves as VSHA's local representative, meeting with and collaborating with local agencies/municipalities to further the Authority's mission. Individual will have opportunity to exercise independent judgment and creativity.

In addition, they provide an out-reach service for the Authority and serves as a prime resource for families in need of housing who qualify for Authority programs, coordinating and making referrals to a variety of social service organizations. They also provide necessary assistance for the proper development of housing units in each of the programs administered by the Authority, specifically, the Project-Based Voucher program.

Essential Functions:

1. Promotion of housing programs and services which these programs afford in order to obtain community support.
2. Provides an out-reach service for the Authority and serves as a prime resource for families in need of housing who qualify for Authority programs coordinating and making referrals to a variety of social service organizations.
3. Provides necessary assistance for the proper development of housing units in each of the programs administered by the Authority, specifically the Project-Based Voucher program.
4. Pursuant to program guidelines, provides applicants and subsidy holders with information, program requirements, housing search and on applicable housing quality standards and information concerning landlord and tenant responsibilities and basic program rules.



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5. Mediates landlord/tenant problems with a focus on housing retention.
6. Educates landlords on program requirements and reviews and takes action on requests for lease approval.
7. Administers, negotiates, effectuates and enforces contracts with owners under the various rental assistance program.
8. In accordance with program requirements, performs annual and biennial inspections of units for the rental assistance programs.
9. Performs rental market surveys.
10. May assume delegated responsibility for a technical duty unique to the Authority.
11. Performs related work as required or as assigned.

Skills and Abilities:

1. Knowledge of HUD and VSHA housing quality standards, local housing codes and zoning regulations.
2. Knowledge of real estate leasing practices.
3. Ability to prepare and present a clear, understandable presentation of the programs administered by the Authority.
4. Knowledge of various social service programs available to low-income families.
5. Familiarity with issues/concerns of poverty and the homeless.
6. Ability to meet goals and objectives set by the Authority within the specific time frame.
7. Ability to use mental resourcefulness, initiative and good judgment to solve problems as they arise.
8. Ability to learn computerized programs and prepare a wide variety of clear and concise reports.
9. Strong interpersonal skills and ability to communicate effectively orally and in writing; must exercise a high degree of confidentiality, judgement, courtesy and tact; and establish and maintain effective working relationships with executives, officials, other employees, other



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agencies, tenants, landlords, and the general public.

10. Ability to deal effectively with clients under varying levels of stress and agitation.
11. Ability to make sound decisions.
12. Ability to conduct interviews and participate in informal hearings/appeals.

Qualifications and Requirements:

Bachelor's Degree - additional experience, as defined below, may be substituted on a year-for-year basis for the Bachelor's Degree.

Two years of work experience in either the public or private housing field, special service or a related field, preferably including public contact.

Must possess a valid driver's license, dependable private means of transportation, and carry liability insurance of at least \$50,000.

Required to live in the area of territorial assignment. (The Executive Director may waive this requirement.)

Compensation and Schedule: This position is full time, 40 hours per week. The position is covered by a Collective Bargaining Agreement.

To Apply: Please email your application materials (resume, cover letter, and application) to careers@vsha.org or mail via USPS to Vermont State Housing Authority, Human Resources, 1 Prospect St., Montpelier VT 05602. The employment application can be downloaded from our website at vsha.org.