



Vermont State Housing Authority

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

NOTICE OF OPEN POSITION

Housing Program Specialist

March, 2023

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.

Please note that an offer of employment is contingent on a background check.

Position: The position is responsible for a wide range of activities related to assisting in the administration of the Agency's rental assistance programs, specifically providing administrative and technical support to the Housing Program Administration department staff and facilitating the transfer of tenant-based vouchers within and outside of our jurisdiction. In addition, this position assists with and performs specialized work of considerable variation involving the administration of new initiatives involving the expansion of on-going programs.

1. Performs administrative, and technical support work to Housing Program Administration staff; backup support to other executive and administrative staff as needed; and telephone and front desk coverage as required.
2. Maintains and monitors program files, e.g. contracts.
3. Responsible for generating and maintaining reports and associated billing for specific programs, e.g. Housing & Urban Development, Veteran Affairs, State of Vermont.
4. Monitors repayment agreements for past and current program participants.
5. Generates annual recertification packets, including related forms, monthly.
6. Handles necessary correspondence and tracking for rent claims and tax credit certification of compliance.
7. Provides administrative support to the Project-based Voucher Coordinator by analyzing and making recommendations regarding rent increases and claims for vacancy, and updating project files to include databases as required.
8. Administers the portability process for tenant-based voucher participants, to include facilitating the transfer of rental assistance to other PHA's.
9. Handles general and program information requests from participants, agencies, and the general public.



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10. Performs errands to deliver and retrieve materials on an as needed basis.
11. Assists in office maintenance, recycling, maintaining all office equipment, supplies, security, etc.
12. May occasionally provide back-up to Client Services specialists or assist Field Representatives with re-exams, lease-ups and application sessions in various locations throughout the state, as needed or requested.

Qualifications and Requirements:

Education:

High school diploma or equivalent; associates degree, with some course work in administrative skills and office practices preferred.

Experience:

Two to three years of administrative or clerical work in human services, preferably in applied housing programs and/or Section 8 programs.

Compensation and Schedule: Pay Grade 6. This position falls under a Collective Bargaining Agreement.

To Apply: Please email your application materials (resume, cover letter) to careers@vsha.org or mail via USPS to Vermont State Housing Authority, Human Resources, 1 Prospect St., Montpelier VT 05602.

Vermont State Housing Authority is an equal opportunity employer. VSHA does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, veteran/military status, crime victim status, or any other characteristic protected by federal, state, or local laws. This policy applies to all of VSHA's terms and conditions of employment.