

Vermont State Housing Authority

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

NOTICE OF OPEN POSITION

COMPLIANCE SPECIALIST

October 31, 2025

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 Compliance Specialist is a newly created position in the Housing Administration Program Division. Responsibilities include quality control review of applicant/participant initial and ongoing eligibility for rental assistance benefits and owner compliance.

ESSENTIAL FUNCTIONS include

1. Perform thorough and accurate quality control reviews of initial and ongoing eligibility determinations for applicants and participants in the HCV and other rental assistance programs. Ensure compliance with HUD regulations and contribute to the agency's goal of achieving and maintaining "High Performer" status under HUD's Section Eight Management Assessment Program (SEMAP).
2. Collaborate closely with division managers to monitor and analyze quality control findings. Identify patterns, errors, or trends and recommend targeted training or policy updates to improve program compliance and efficiency. Assist with development of training materials, as appropriate.
3. Review and monitor owner-maintained project-based voucher waiting lists to ensure compliance with the applicable Tenant Selection Plans, Housing Assistance Payment (HAP) Contracts, HUD regulations, and other funding source requirements. Assist site managers in understanding and applying HUD rules and regulations related to applicant eligibility and waiting list procedures. Help ensure consistent and accurate interpretation of federal, state, and local requirements.
4. Establishes and maintains effective working relationships with division staff and managers, as well as PBV owners/agents. Works closely and cooperatively with insure the accurate and efficient administration of programs.
5. Assist with special projects in support of the goals of the Housing Program Administration Department, as needed.
6. Performs related work as required or assigned.

REQUIREMENTS

- Associate's or Bachelor's degree in Public Administration, Social Services, or related field.
- Two or more years of experience in affordable housing compliance or a similar role.
- Certification in HCV or PBV eligibility is a plus.

Status: Open to internal and external applicants. This position is covered by a Collective Bargaining Agreement.

- Pay Grade 7
- FLSA: non-exempt
- Salary: \$24.20/hour; \$50,336/annual.

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

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.