



NOW HIRING: HOUSING SPECIALIST

Nan McKay and Associates, Inc., the industry leader in providing training, consulting services, and performance improvement solutions to the subsidized housing industry, is now accepting applications for a Housing Specialist, in the Chicago, IL area.

Position: Housing Specialist

Status: Non-Exempt

Summary:

The Housing Specialist position is in the NMA-Chicago Program Management division. Duties include a wide range of activities related to determining and documenting applicant and/or participant eligibility, income, rent and contractual relationships with property owners. The position requires full accountability for an assigned caseload of Housing Choice Voucher (HCV) participants and property owners.

Essential Duties & Responsibilities:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Conduct annual and bi-annual re-examinations within required time frames
- Complete interim re-examinations as required
- Conduct participant briefings and interviews
- Prepare and execute Housing Assistance Payment contracts
- Determine housing assistance payment and tenant rent calculation
- Educate participants on program requirements and family obligations
- Resolve concerns between owners, tenants and the Housing Authority (HA)
- Process all transactions within the required PHA business systems
- Provide excellent customer service to participants, property owners, co-workers, and vendors
- Housing Choice Voucher Specialist Certification required within 120 days of hire

Desired Qualifications:

Education equivalent to a four-year degree from a regionally accredited institution in Public Administration, Social Science, or a closely related field; and a minimum of three (3) years of progressively responsible work experience for a public agency, or related work in the social service or community service field preferred. A High School Diploma with five (5) years of progressively responsible work experience will be accepted.



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Candidate must: demonstrate the ability to apply regulations pertaining to the HCV program; be able to communicate effectively both orally and in writing; have excellent interpersonal skills; have a high attention to detail; possess strong computer and organizational skills and the ability to prioritize tasks to consistently deliver work product on time.

Please submit a resume and cover letter to: HumanResources@nanmckay.com

For additional information about NMA, please visit our website: www.nanmckay.com

NMA is an Equal Opportunity/Affirmative Action Employer