

## Housing Specialist

The Housing Authority of the City of Camden (HACC) is seeking a **full-time Housing Specialist** as part of the Housing Choice Voucher Program (HCV).

Join our team today and immerse yourself in a rewarding career for years to come! The primary purpose of this position is perform various program activities to support the HACC HCV Program, including participant recertification, income and rent calculations, leasing, rent increases, briefings, quality control file reviews, coordination of check runs with Finance, monitoring of PIC/EIV reporting, submission of HCV department 50058s to PIC, and monitoring of HUD PIH Notices and changes in regulation. The services provided above assist low-income families and individuals who may include the homeless, elderly or disabled. Assistance will include helping the client to secure affordable housing and improve their living conditions with the goal of an improved quality of life and self-sufficiency. All activities must support HACC's mission, strategic goals, and objectives.

The ideal candidate for this role should have superior organizational skills, great attention to detail and motivational qualities.

Salary range: \$20,500 - \$26,000 per year.

**Successful candidates will be subject to satisfactory drug and criminal background screenings before hiring.**

Please note that we are an equal employment opportunities employer.

### **Required Qualifications and Education:**

The minimum educational qualification required to be a Housing Specialist is a High School graduate or possession of a GED. An Associate's degree in management, public administration, social work, or related field, is preferred, and a minimum of five (5) years of experience in property management or housing program administration is preferred. An equivalent combination of education and experience may be considered. All appointees must have a valid Driver's License.

The Housing Authority of the City of Camden offers a competitive starting salary. Interested and qualified candidates may apply in confidence by submitting a cover letter, resume and compensation requirements to the attention of the Human Resources Department, 2021 Watson Street, 2<sup>nd</sup> Floor, Camden, NJ 08105, or e-mail to [humanresources@camdenhousing.org](mailto:humanresources@camdenhousing.org).