



4 Winslow Street, Arlington, MA 02474 p: 781-646-3400 f: 781-646-0496

Occupancy Specialist

Description: Arlington Housing Authority seeks experienced Section 8 Occupancy Specialist. The primary function of this position is competent administration of HUD's regulations governing the Section 8 program for applicants, voucher holders and landlords. The staff person works on qualification, briefing, annual and interim recertification, communications to tenants and landlords, reporting to HUD, and performance compliance.

Qualifications: Applicants should have demonstrated work experience as a Section 8 or Public Housing Specialist. Applicants should have excellent communications and critical thinking skills, ability to work independently, and experience with a variety of populations, including low-income individuals and families. Applicants must have a valid driver's license and access to reliable transportation. A College Degree in Social Sciences or business is desirable.

Salary range: Full-time position requiring 37.5 hours per week, salary commensurate with experience. Excellent benefits including health insurance and pension.

Instructions: Please send a cover letter and a copy of your resume by December 16, 2016 to: The Arlington Housing Authority, 4 Winslow Street, Arlington, MA 02474. Attention: Jennifer McNabb or by email to jmcnabb@arlingtonhousing.org. Affirmative Action, Equal Opportunity Employer.