



RIHousing –Manager Housing Choice Voucher Program

RIHousing is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

What it's all about:

This position is accountable for the cost-effective administration of the Housing Choice Voucher Program through quality assurance (SEMAP) and staff supervision and training, in accordance with appropriate federal (HUD) and state regulations and internal policies/procedures. This position will also administer the Section 8 Management Assessment Program indicators (SEMAP) to assess whether the Section 8 Tenant-Based Program operates at the correct subsidy cost, and tenant selection from RIHousing's wait list is in accordance with federal regulations and administrative policies.

What you'll do on daily basis:

This includes the

- Determine the reasonable rent, adjusted income, utility allowances, HQS controls and expanding housing opportunities.
- Conduct reviews of the tenant-based Section 8 rental voucher and rental certificate programs, the project-based component of the certificate program as well as the enrollment levels and contribution to escrow accounts for Section 8 participations under the family self-sufficiency program to determine if the work documented in the files or records conforms to program requirements.
- Document all such reviews for the file and compared with HUD's system database (PIC, UIV, REAC, TASS) for accuracy.
- Develop a corrective action plan to ensure that any program management deficiencies, including errors and omissions, are corrected through appropriate instructions and follow-up with the staff to bring the department up to an acceptable level of performance.
- Manage the operations and administration of the Housing Choice Voucher Program (HCVP), all its sub-programs, staff, and staff work flow.
- Establishes and maintains performance standards develops and implements training programs, creates performance plans, writes employee evaluations and enforces disciplinary actions. Incumbent resolves complex landlord/tenant issues and represents RIHousing in its role as a PHA during informal tenant hearings.
- Prepare the PHA annual plan and updates the PHA administrative plan to comply with HUD rules and regulations.
- Ensure the timely and accurately submission of the Family Self Sufficiency (FSS) grant along with the Family Self Sufficiency (FSS) staff.

- Work closely with other divisions and serve as liaison with the data service center (Software Provider) and contracted inspection agency to ensure program compliance.
- Prepare and processes contract renewals for the Moderate Rehabilitation program and Project Based Voucher programs and reviews all files for voucher issuance compliance and signs vouchers for participants.
- Maintain a good working relationship with the local and regional offices of HUD, various state agencies and property managers, and represents RIHousing in community activities and industry organizations to promote a positive image.

What you'll bring to the team:

- Accurately prepare and submit the Agency's Section Eight Management Assessment Program (SEMAP) certification.
- Administer quality control of the Housing Choice Voucher (HCV) program by conducting file reviews for accuracy of rent subsidy determination and tenant selection from RIHousing's waiting list; Conduct file reviews for accuracy of rent subsidy determination and tenant selection from RIHousing's waiting list; prepares corrective action plans and appropriate rent reports and utility allowance surveys in accordance with federal, state and RIHousing policies and procedures.
- Administer corrective action plans and appropriate rent reports and utility allowance surveys in accordance with federal, state and RIHousing policies and procedures.
- Perform specialized, technical administrative and reporting functions to identify management capabilities and deficiencies through HUD databases to ensure compliance with applicable regulations.
- Supervise and train all of Section 8 staff to ensure accuracy and proficiency.
- Prepare and process annual contract renewals for the Moderate Rehabilitation and Project Based Voucher programs.
- Complete the Annual and Five-year annual plan and updates the Public Housing Authority administrative play to comply with HUD rules and regulations.
- Monitor, approve and authorize subsidy disbursement requisitions for various programs.
- Perform special assignments, projects or research as directed.
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What you'll need to succeed:

- Three-five years' experience in public housing administration; working knowledge of HUD regulations especially Section 8 Voucher and FSS Programs
- Supervisory experience; strong verbal and written communications skills
- Bilingual ability preferred (particularly Spanish or Portuguese)
- Strong analytical, problem solving, negotiations and organizational skills and good computer skills
- Public Housing or Section 8 Management Certification
- Bachelor's degree in real estate, business administration or related field or equivalent work experience required
- Use of personal vehicle, valid driver's license and proof of insurance is required.

Why RIHousing

- Competitive salary
- Parking Stipend
- Medical/Dental/ Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of “Best Places to Work” 2016, 2018, 2019
- Worksite Health Award 2013-2019

RIHousing strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable and innovative lending programs.
- Provide housing related education to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

RIHousing uses its resources to provide low-interest loans, grants, education and assistance to help Rhode Islanders find, rent, buy, build and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation.

RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and a deep respect for all Rhode Islanders, including customers, partners and fellow employees.

Applicants can apply online at www.rihousing.com