



Occupancy Specialist--Entry Level (Newton, MA)

Occupancy Specialist - Full Time - Monday - Friday 9-5

Responsibilities:

- Process tenant application to wait list
- Research prior landlord and criminal history
- Verify 3rd party verifications for income, assets, and household compensation
- Process monthly rent payments, follow up with collections,
- Assist in investigations of alleged unreported income
- Maintain tenant files etc.

Requirements:

- Must have minimum of 3 years experience in administrative position preferably in a housing environment
- Bilingual in Spanish/English a major advantage
- Certified Occupancy Specialist (COS) a plus--Will assist in obtaining this certification
- Must be detailed-oriented, organized, possess strong interpersonal skills and have a professional demeanor.
- Must be familiar with HUD regulations a plus
- Must have good computer skills and knowledge of Microsoft Office Suite

Compensation: **\$15.50-\$16.75 an hour plus excellent benefits--based on experience**

MHPI, Inc. delivers both service-enriched housing and home-based long-term care services to frail elders and those with disabilities. Since its establishment in 1975, the organization was one of the first to provide community-based services to people with disabilities. MHPI enjoys a presence in Greater Boston, Greater Worcester, as well as Southeastern Massachusetts and Cape Cod. EOE