

Project Based Voucher Coordinator

EXEMPT (Y/N): No

SALARY LEVEL: \$45,000 to \$50,000

SHIFT: Day Shift 8:30 a.m. to 4:00 p.m.

LOCATION: 700 County Avenue

UNION AFFIL: SPEA – White Collar unit

SUPERVISOR: Executive Director

Benefits: medical, dental, vision, life insurance & pension, 457(b)

Housing Authority of Town of Secaucus, Secaucus, NJ

Secaucus Housing Authority

The Secaucus Housing Authority (SHA) is an autonomous authority established by the Town of Secaucus in accordance with the requirements of the Local Authorities Fiscal Control Act. Our programs are primarily funded by the U.S. Department of Housing & Urban Development (HUD). It is our principal mission to provide decent, safe and sanitary housing to lower income residents who meet the program's guidelines.

The SHA manages and operates three senior housing complexes which are subsidized under the federal Section 8 Project Based Voucher (PBV) Program. SHA also manages the Housing Choice Voucher (HCV) Program. HCV (Also known as Section 8 program) is designed to help income eligible families pay rent to their private landlords. Finally, SHA manages two affordable housing developments in Secaucus owned by a not-for-profit agency.

Overview

Responsible for administering the RAD Project Based Voucher (PBV) in accordance with SHA, HUD, Federal, State, Local, Fair Housing laws, procedures, policies and regulations. Performs diverse and multifaceted technical client and file case management duties involving determination for initial & continued eligibility and tenant rent calculation, maintain accurate and efficient case files, ensure monthly and fiscal year leasing compliance by maintaining high program usage by tracking all vacancies, conduct appropriate duties for leasing vacancies, maintaining program applications and waiting lists, and accurate weekly, monthly and fiscal year housing program statistics and reports for compliance, conduct outreach activities promoting agency and its housing programs and services, and other duties and functions as stated in positions description.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure a high program usage through collaboration with SHA maintenance and office staff by tracking all unit vacancies, notify prospective clients of upcoming vacancies (in writing and by phone contact) and begin leasing procedure.
- Show/view vacant units for leasing, determine and review program applications for full

assessment for leasing eligibility including but not limited to apply appropriate bedroom size to applicant household, determine household member(s) eligibility status, apply correct application local preferences, assess rental reference checks, determine tenant household income, calculate estimated tenant rent for admissions, conduct necessary follow up actions (in person, in writing, phone, etc.) with applicant and documenting appropriately for further information/verification needed for waiting list and leasing eligibility in compliance with SHA, HUD other applicable Federal, State, Local, Fair Housing, laws, procedures, policies and regulations, etc.

- Provides orientation for new residents on SHA policies and procedures, and resident responsibilities.
- Responds to applicants or other interested parties regarding program information, waiting list information, and other similar inquiries.
- Receives applications for the waiting list, performs accurate data entry and efficiently maintains the waiting list database.
- Helps applicants fill out various forms relating to housing.
- Schedule applicant, tenant appeals or grievance hearings (informal and formal), efficiently explain hearing procedures, take appropriate and efficient action based on final hearing determination and in a non-bias manner per SHA, HUD and other applicable Federal and State procedures, policies and applicable laws with accurately and efficiently documenting in tenant file
- Prepares move-in and move-out adjustments and vacancy notices and refunds.
- Performs annual and interim re-certification of residents in a timely manner.
- Calculates rent amount for annual and interims, notifies residents and explains results.
- Maintain tenant physical and computer data base files regarding required information /verification, review files for program compliance to ensure all documentation, information and signatures are current, consistent, complete, accurate and efficient required by and in compliance with SHA, HUD, other applicable Federal, State, Local, and Fair Housing, laws, procedures, policies and regulations, etc.
- Coordinate with the maintenance staff move-in, move-out and annual inspections in accordance with Housing Quality Standards (HQS) and in 2025 NSPIRE, of assigned units and submits copies to the maintenance department for repairs needed.
- Assists in the process for eviction of resident, when warranted. May attend court proceedings related to eviction.

- Responsible to maintain current and accurate fiscal year housing program logs, listings and waiting lists for the following, submit quarterly logs/listing original copies to Executive Director and maintenance manager for official fiscal year documentation and subject for review by appropriate HUD, governmental/state officials, legal counsels and court hearings;
 - a) Reasonable Accommodation Requests logs/ (per housing development),
 - b) Requests/approvals for Service/Companion Animals & General Household Pets logs
 - c) Unit Transfer logs/listing, with maintaining appropriate documentation in binders
 - d) Tenant Parking Permits (per housing development) logs/lists
- Effectively investigate alleged complaints of program abuse and fraud pertaining to applicants and tenants, take appropriate action with accurately and efficiently documenting alleged complaint, all follow-up actions and final resolutions of investigation with immediate consultation and direction of Executive Director and when applicable in a timely manner, provide accurate information to appropriate legal, law enforcement and governmental officials;
- Prepare and execute tenant rent adjustments, repayment agreements, compliance & termination notices for occupancy, program lease violations;
- Assists Executive Director in updating SHA's Tenant Lease and HCV Administrative Plan
- Performs other tasks as assigned.

Experience, Education & Additional Requirements:

- Associates Degree or equivalent work experience may be substituted for education.
- 3 – 5 years of experience working in an office environment
- Excellent verbal and written communication skills in English, bilingual Spanish is a plus. Must have solid math skills, as well.
- Possess strong computer skills in Microsoft applications including Word, Excel and various other database systems.
- Must be able to handle high-volume, fast-paced work with tremendous attention to detail in the midst of multi-tasking, being organized, and meeting multiple deadlines.
- Possess excellent interpersonal and customer service skills in dealing courteously and tactfully with the public and other personnel. Maintain confidentiality when dealing with the public sector
- Ability to apply common sense, understanding, and independent judgment to carry out instructions furnished verbally or written form.

- Due to the nature of the environment must maintain the confidentiality and secrecy of all information received or discerned in the department

Employee responsibility to SHA

- Present a professional image as a representative of SHA;
- Establish and maintain effective professional working relationships with co-workers, management, partner agencies, tenants and the community;
- Fulfill all duties and responsibilities with a high level of integrity, honesty and adherence to agency policies and rules;
- Maintain a high degree of confidentiality relative to work performed.