

## **Housing Choice Voucher Specialist**

The Housing Authority of the Borough of Red Bank (RBHA) is seeking a full-time Housing Choice Voucher Specialist as part of the RBHA Housing Choice Voucher (HCV) Program.

Join RBHA team today and immerse yourself in a rewarding career for years to come!

The primary purpose of this position is to perform various program activities to support the RBHA 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 RBHA's mission, strategic goals, and objectives.

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

The Housing Authority of the Borough of Red Bank offers a competitive starting salary, along with health and pension benefits.

Hourly salary range: \$18.00 - \$22.25 per hour.

### **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 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 successful candidate will be subject to satisfactory drug and criminal background screenings before hiring.

**The Job Description may be obtained from the RBHA Website: [www.redbankhousing.org](http://www.redbankhousing.org).**

Interested and qualified candidates may apply in confidence by submitting a cover letter, resume and compensation requirements to:

Lisa Hendricks Richardson, Executive Director  
52 Evergreen Terrace  
Red Bank, New Jersey 07701 or  
[LRichardson@RBHA.comcastbiz.net](mailto:LRichardson@RBHA.comcastbiz.net).

The Housing Authority of the Borough of Red Bank is an Equal Employment Opportunities Employer.