

We are seeking a proactive and compassionate Provisional Housing Specialist to join our team. In this vital role, you will coordinate temporary housing placements, support residents through transitional periods, and ensure compliance with housing regulations. Your energetic approach will help residents navigate complex situations and secure stable living environments.

Housing Specialist

Please submit Resumes to: kha1948@kingstonhousing.org, include "Housing Specialist" in the subject line.

DISTINGUISHING FEATURES OF THE CLASS: This Housing Specialist position exists within the City of Kingston Housing Authority and involves responsibility for processing applicants and recertifying residents for various housing programs. The work is performed under the direct supervision of the Housing Project Manager and/or Section 8 Coordinator with latitude to exercise independent judgment in carrying out work assignments. Does related work as required. This position is Provisional. Candidate will be required to take and successfully complete the Kingston Civil Service Exam for permanent placement.

TYPICAL WORK ACTIVITIES:

- Screens and interviews candidates for various housing programs and determines eligibility for such rental assistance
- Assists candidates in completing rental applications
- Processes applications for rental assistance in accordance with established policies and guidelines
- Provides information to residents, as to their rights and responsibilities under the program
- Performs annual re-certification of eligibility for rental assistance to participants in accordance with Federal or State regulations

- Assists residents in the selection of available housing units and informs the Housing Project
- Manager or Section 8 Coordinator of the pending process
- Completes move-in / move out inspections upon leasing and follows up to ensure deficiencies are corrected
- Maintains application files and waiting lists in accordance with Federal and State Regulations
- Collects residents' security deposits in accordance with regulations
- Processes paperwork and obtains necessary information regarding resident affairs including eligibility, counseling concerning delinquencies, apartment transfers, resident grievances etc.
- Notifies residents of lease expirations, re-certification dates and re-certification process
- Sets appointments for review, re-inspections prior to recertifications and follows up to ensure deficiencies are corrected
- Evaluates residents' use of apartments and conducts routine inspections prior to leasing or re-inspections and follows up to ensure deficiencies are corrected
- Conduct KHA annual housing inspections to ensure safe, sanitary and habitable conditions inspection of all apartments to ensure compliance with Housing Quality Standards and follows up to ensure deficiencies are corrected
- Assists supervisors in resolving landlord-tenant issues
- Assists residents with financial or social issues by providing information and referral services to residents regarding available community resources

-Maintains detailed and confidential records and prepares reports as required

-Maintains a close relationship with resident associations, community leaders and local and federal agencies

-Other tasks as required

CHARACTERISTICS: Working knowledge of laws, regulations and policies pertaining to housing programs; Working knowledge of economic and social factors related to housing programs; working knowledge of social services, health-related and financial resources available to local residents; working knowledge of the principles of real estate management; working knowledge of the broad problems and objectives of public housing; skilled in conducting interviews and acquiring information; skilled in resolving tenants grievances or disputes; ability to establish and maintain effective working relationships with others; ability to maintain detailed and confidential records and prepare reports; ability to communicate effectively both orally and in writing; willingness to learn to inspect and evaluate condition of housing units; ability to make eligibility determinations by comparing applications to criteria; initiative; resourcefulness; good judgment; physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or a High School Equivalency diploma AND

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree; or

B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and two (2) years of experience in property management or social services or a similar program operating under established criteria for eligibility or

C. Four (4) years' experience as described above; OR

D. An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

1. Must obtain a Certified Occupancy Specialist designation, as defined by the national Association of Housing and Redevelopment Officials (NAHRO), or become so certified within one (1) year of appointment;

2. Must obtain a valid New York State Driver's License within ninety (90) days of appointment and maintain a clean record throughout employment. We are seeking a proactive and compassionate Provisional Housing Specialist to join our team. In this vital role, you will coordinate temporary housing placements, support residents through transitional periods, and ensure compliance with housing regulations. Your energetic approach will help residents navigate complex situations and secure stable living environments.

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance