



Occupancy Specialist – Property Operations

October 2018

Unison Housing Partners is empowering people and strengthening communities in Adams County as a progressive housing authority built to address 21st century challenges. We are focused on ending the cycle of generational poverty by providing individuals and families with access to affordable housing, support programs, and by engaging in socially conscious community development. We collaborate with nonprofit organizations, government agencies, the private sector, landlords, housing providers and the community to ensure stability and economic self-sufficiency are achievable goals for all Adams County residents.

Unison's Property Operations Department is looking to bring on a dynamic, team focused, detailed, customer service driven Project Based Section 8 Occupancy Specialist to join our team. The Occupancy Specialist will be responsible for providing excellent customer service to residents, guests and team members, showing and leasing apartment homes, Project Based Section 8 Waitlist Management, LIHTC and Project Based Section 8 Compliance, and providing administrative support to the Community and Maintenance Manager for a variety of property related tasks. She/he will adhere to Unison's Mission Statement and Core Values, consistently applying Fair Housing Standards, and ensuring compliance with all regulatory requirements. Project Based Section 8 housing and LIHTC experience required!

Responsibilities include:

- Answer or return all calls and correspondence promptly, with the highest level of customer service.
- Greet prospective residents and show the property and its features in accordance with established procedures.
- Schedule appointments and conduct in-person visits; record all traffic in Yardi.
- Manage and update Project Based Section 8 waitlist per HUD regulations; Send eligible and ineligible letters to applicants.
- Pre-qualify prospects and residents in accordance with compliance and company procedures.
- Prepare move in certifications, annual and interim recertification notices, follow ups, and lease renewals; enter data into Yardi.
- Process and prepare all resident certifications and lease agreements per Project Based Section 8 and LIHTC regulations.
- Maintain EIV compliance.
- Submit all necessary documentation to Compliance Department for approval prior to move in or recertification effective date.
- Manage receivables.
- Initiate Maintenance Service Requests promptly and follow up with residents to ensure satisfactory completion of service.
- Code and process invoices and research discrepancies as needed.
- Able to perform the functions of an Assistant Manager in a two person office or in the Manager's absence.

Education/Experience:

Minimum 1 year experience and/or training; or equivalent combination of education and experience in Project Based Section 8, (HUD) and Low Income Housing Tax Credits, including Experience with EIV and TRACS submissions. Certifications, such as AHM and SHCM are desired; Bilingual (English/Spanish) preferred.

Please submit cover letter, resume and salary requirements to: Jonathan Morris
jon@hrchoice.com

Compensation: **DOE Hourly**

Unison Housing Partners offers competitive compensation and an excellent benefit package which includes: medical, gap insurance, dental, vision, life, short term and long term disability, 401(k) match and participation in the Public Employer's Retirement Association.

Unison provides, to the great extent possible, employment, on the job training and contract opportunities for low – and very-low income residents in connection with projects and activities administered by the Housing Authority. We are an Equal Opportunity Employer, Gender/Minority/Veterans/Disabled.