

\*\*\*PLEASE POST\*\*\*

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Inter-Departmental Memorandum

DATE: November 17, 2020  
TO: *All Qualified Applicants*  
FROM: Human Resources Department  
SUBJECT: JOB OPENING

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POSITION:	Housing Assistant Technician (Temp)
SALARY RANGE:	\$28,971 - \$60,670
DEPARTMENT:	RENTAL ASSISTANCE PROGRAM (SECTION 8 OFFICE)
HOURS OF WORK:	8:00AM – 4:00PM
UNION AFFILIATION:	ISWA
FLSA:	NON-EXEMPT

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Please see attached job description which includes a list of responsibilities and required qualifications.

Qualified candidates interested in this position may submit a **Completed application, resume and cover letter** to the Department of Human Resources via e-mail to **HR@jcha.us** no later than close of business November 30<sup>th</sup>, 2020, 5pm. Those who meet the minimum requirements and other qualifying criteria will be invited to move forward in the employment consideration process through a phone screen and/or personal interview.

Please call the Office of Human Resources at **(201)-706-4683** if you have any questions regarding this position.

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**Affirmative Action/Equal Employment Opportunity Statement**

It is the Jersey City Housing Authority policy to provide equal employment opportunity to all of its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, martial or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information, please see the Non-Discrimination Statement at the following address: <http://www.nj.gov/lps/dcr/employ.html>.

DT: em  
xc: JCHA: V. Brady Phillips  
ISWA: F.Parson  
File: *HousingAssistanceTech*

**HOUSING ASSISTANCE TECHNICIAN****DEFINITION:**

Under the direct supervision of the Assistant Director of Rental Assistance Program, performs the required administrative work involved to assist eligible, low income families, senior citizens and persons with disabilities in the application, review process, and potential participation in the Section 8 Housing Choice Voucher program.

All activities must support the Jersey City Housing Authority (JCHA) mission, strategic goals and ONE-JCHA values.

**ESSENTIAL RESPONSIBILITIES:**

1. Explains the Section 8 Housing Choice Voucher Program to eligible applicants, participants and property owners.
2. Reviews applications for eligibility and performs interviews (briefings), collects and verifies required documentation and calculates rental assistance payments.
3. Negotiates and facilitates execution of lease/contract agreements with owners and participants.
4. Ensures compliance with Section 8 Program rules and regulations (including SEMAP indicators) and JCHA Administrative Plan and performance standards.
5. Establishes and maintains cooperative working relationships with real estate agents, landlords, businesses, and civic, welfare, educational, private and public agencies, which may be of use in increasing housing choice.
6. Makes appropriate referrals to other agencies when the participants wish to use them.
7. Makes required field visits and investigations.

**RELATED RESPONSIBILITIES:**

- Maintains accurate and updated participant files and informative reports as needed.
- Drafts correspondence, prepares status reports.
- Reviews participant/owner information for suspected fraud and follows up as appropriate.
- Recommends and prepares cases for termination of assistance, damage/vacancy claim, recoupment, etc.

**POSITION REQUIREMENTS & QUALIFICATIONS:**

A. Education/Experience:

1. An Associate Degree in Liberal Arts, Social Services, Psychology or related field from an accredited college or university supplemented by four (4) years of full-time employment in the field of real estate or assisted and/or public housing with case management responsibilities or a combination of training and experience is preferred.

• B. Unique Expertise/Certification Requirements:

1. Demonstrated ability to deal with a variety of third parties, including applicants, participants (special emphasis on persons with disabilities), owners, public officials, etc.
2. Adequate typing (contracts, correspondence), mathematical skills, computer ability (to input data and calculate rental assistance payments) and perform related work.
3. Excellent verbal communication skills; ability to communicate in writing, to document/record participant file and prepare status reports, graphs and charts.

C. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**NEW JERSEY RESIDENCY MUST BE MET WITHIN ONE YEAR FROM HIRE DATE**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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