**PART TIME PER DIEM HOUSING CHOICE VOUCHER ASSISTANT**

As a Housing Choice Voucher Assistant, you will be responsible for the following duties:

- Assist in the administration of the HCV program under supervision of the Director.
- Responsibilities include but are not limited to the annual and interim review processes. coordination of Annual Inspections with staff or contracted inspectors
- Support residents in achieving housing stability.
- Negotiate with external agencies and landlords on behalf of residents.

The ideal candidate for this role should possess the following skills.

- Strong knowledge of housing laws and regulations
- Proficiency in utilizing housing management software. PHA network.
- Excellent communication skills and the ability to conduct motivational interviewing sessions with residents. Negotiation and compromising skills for the benefit of the program participants.
- Familiarity with the Section 8 program and upcoming HOTMA changes.

Experience preferred but will train the right candidate. EOE.

Job Type: Part-time

Salary: $21.00 - $25.00 per hour

Expected hours: 5 – 10 per week

Please send cover letter and resume to PO Box 419; Stockbridge, MA 01262 or email to stokbridgeha@gmail.com. No phone calls please.

Schedule:

* Monday to Friday Flexible Hours

Ability to Commute:

* Stockbridge, MA 01262 (Required)