

## Senior Housing Specialist

### City of Westminster Department of Housing Services

The City of Westminster is seeking a Senior Housing Specialist that will be responsible for administering the Housing Choice Voucher Program (HCVP) in accordance with the City of Westminster Department of Housing Services', Department of Housing and Urban Development (HUD), Federal, State, and local laws, regulations, and policies.

An employee in this position performs a variety of technical case management duties involving determination for initial and continued eligibility, maintaining accurate case files, and regularly interacting with landlords, program participants and general public in a courteous and professional manner. This position will work closely with the Housing Inspector to coordinate the scheduling of housing inspections and will be required to conduct inspections from time to time.

Requires an Associate's degree in Human Services or Business Administration; Five (5) years of experience in the Housing Choice Voucher Program or property management; or equivalent combination of education, training, and related experience.

Possession of, or ability to obtain, certification in either Occupancy and/or Rent Calculation within six (6) months of employment, and the second certification within six (6) months of the first and possession of, or ability to obtain, certification as Section 8 HCV Housing Specialist in Occupancy within six (6) months of employment.

The hourly range for this full-time, 40 hour/week position is \$21.11 – 27.49, based on qualifications.

#### Benefits:

- Health Insurance (Medical, Dental, Vision, Long and Short-Term Disability and Life)
- Paid Leave including Vacation, Sick, Family Sick, Personal, Personal Birthday, Bereavement and 12 Holidays
- Maryland State Pension System, 401(a) Matching Plan and 457 Deferred Compensation Plans
- Employee Assistance Program
- Free Westminster Family Fitness Center Membership

TO APPLY: Application and resume will only be accepted online at [www.westminstermd.gov/jobs](http://www.westminstermd.gov/jobs).

Questions? Call 410-848-5236. Position is open until filled.