

Special Programs Director for the Division of Tenant Resources

About the Agency:

The New York City Department of Housing Preservation and Development (HPD) is the nation's largest municipal housing preservation and development agency. Its mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of the existing housing stock, enforcement of housing quality standards, and educational programs for tenants and building owners

Your Team:

HPD's Division of Tenant Resources (DTR) is responsible for the administration of rental subsidy programs, which consists of the Regular and Enhanced Section 8 Program also known as Housing Choice Voucher (HCV), Project Based Voucher (PBV), Moderate Rehab Section 8, Moderate Rehab Single Room Occupancy (SRO), Continuum of Care (CoC)-Shelter Plus Care (SPC) and other housing subsidies. Most recently, through the American Rescue Plan, HPD was issued a set of Emergency Housing Vouchers (EHV) to provide assistance to vulnerable New Yorkers. Through these programs, HPD serves approximately 40,000 households in all five boroughs. Over 9,000 landlords currently participate in our programs. DTR is responsible for initial application screening, confirming eligibility requirements, vouchering process and tenant briefings. As well as monitoring tenant and landlord compliance of their obligations under each program. DTR is also responsible for processing annual and interim recertification's to update family income, asset and family composition and recalculate the subsidies, tenant moves and transfers, approved rent increases, Housing Assistance Payment (HAP) abatements and reinstatements to enforce Housing Quality Standard (HQS) inspection results and tenant reported changes. Finally, DTR's Special Programs Unit helps the most vulnerable households address risks that could lead to loss of subsidy and to help assisted households improve employment, education opportunities and help voucher holders with support to have a choice in where they live.

Your Impact:

With significant independence and coupled with guidance from the Executive Director for Policy and Special Programs, the Director of Special Programs will assist with coordinating, managing and designing programs that support rental subsidy recipients in multiple programs. These programs include:

- Family Self-Sufficiency program that support employment and education support for voucher holders.
- Homelessness Prevention Program which provides support to vulnerable households at risk of losing their home or their subsidy.
- Housing Choice: HPD's Mobility Counseling Program which helps voucher holders access areas of higher Opportunity.
- Section 8 Homeownership Program which enables Section 8 voucher holders to use their rental subsidy towards homeownership expenses.
- Supported Housing Options Program which helps elderly and disabled households and other vulnerable households access homeownership and mobility programs.

In addition, the Director will be involved in the creation of additional supports for households who are experiencing challenges after moving to permanent housing. The Director will lead the work of several teams to ensure data is managed accurately, policies and procedures are in place to ensure standard practice that maximize benefits to participants and engaging in community outreach activities that supports the Agency's Section 8 Program

Examples of the work involved include leading the FSS Program which is an innovative program that provides a financial incentive for families to achieve stability and independence through education, employment, financial management, and other training and assistance. The candidate will convene the FSS's advisory Program Coordinating Committee, expand membership and monitor partner relationships in collaboration with the FSS Program Coordinator. The selected candidate will also oversee public outreach programs, ensuring that accurate information is relayed to landlords, tenants, the public, elected officials and other governmental entities and oversee special projects as they arise. He or she will develop and provide training to staff as needed. In addition, ensure that staff members are working within Federal Regulatory and Local Policy Guidelines.

The Department of Housing Preservation & Development and the City of New York is an equal opportunity employer.

Your Role:

- Helping to develop a program that is responsive to the needs of HPD Section 8 voucher holders' short and long-term needs that they may have that are related to education, employment, homeownership and support in accessing neighborhoods of their choice.
- Conducting research to determine the needs of program participants and developing a plan with our partner agencies on how to best meet these needs or develop additional resources as necessary
- Through the Homelessness Prevention program, supporting a program that addresses the short-term needs of participants to connect them with resources to ensure that maintain their subsidy and maintain their housing when they are at risk of losing either.
- Assisting with the monitoring in changes to Federal, State and City policies and regulations and assessing the impact on Special Programs.
- Working with both internal and external stakeholders to promote and make accessible all available services and supports through Program Coordinating Committees, Resident Advisory Boards and other stakeholders within HPD to maximize available resources to all special program participants.
- Developing the tools necessary to create reports to monitor program goals and objectives and providing appropriate guidance to staff through memos, training materials and ongoing meetings as needed.
- Conducting interviews with local and national programs to study best practices in administration of rental assistance and special program and developing action plans and policy documents that outline the agency's plans to increase program participation and offer an operations guide for staff.

Preferred skills

- Excellent communication skills (both written and oral)
- Strong analytical and research skills
- Strong program management skills
- Strong organizational skills and attention to detail
- Knowledge of Microsoft Office Suite
- Ability to work independently and as part of a team
- Ability to translate analyses into written products for both narrow and broad audiences
- Experience in workforce development programs

How to Apply:

Please go online and apply at <http://www.nyc.gov/careers> . Search for **JOB ID# 530229**

City Employees: Apply through the Employee Self Service portal (ESS) at <http://www.nyc.gov/careers>. Search for **JOB ID# 530229**

Salary range for this position is: \$90,000 - \$100,000

NOTE: Only those candidates under consideration will be contacted.

NYC residency **required**