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## **Job Description**

### **Senior Housing Occupancy Specialist**

Southside United HDFC - Los Sures® - Brooklyn, NY

The Senior Housing Occupancy Specialist must be experienced and knowledgeable in HUD Section 8 compliance and LIHTC/ HOME in the affordable housing arena. The candidate should have a keen interest in real estate and affordable housing; can demonstrate problem-solving skills; can develop a healthy rapport with tenants; is self-sufficient and team spirited; has a willingness to learn more about this field and possesses the ability to contribute to the team. Knowledge of applicable state and city housing and disability laws and codes are essential. Bilingual English/Spanish is a must and Certified Occupancy Specialist is a plus.

#### **Job Description**

Schedule appointments, meet with tenants to ensure recertification, leasing, and compliance is up-to-date

Keep a well-organized filing system through proper organization such as: binders and electronic filing, via shared drive

Utilize management shared drive for essential record keeping for each senior building

Ensure all tenant files are up-to-date in accordance with Company's policy, but not limited to: renewal lease; recertification; HUD Section 8 and voucher processes; and LIHTC compliance

Have a professional and respectful demeanor to provide quality customer service to our tenants, including responding to tenant request/ concerns in a timely fashion related to recertification and leasing

Works to adhere to Fair Housing Law

Is proficient or possesses knowledge of Yardi software is a plus

Data entry of all property & tenant information into Yardi

Filter and monitor all key dates of reporting through the Director

Work to ensure that policies and procedures are understood by tenants; tackle and correct non-compliance issues

The Senior Housing Specialist will inform tenants to contact the Super or the Maintenance Dept. concerning repair issues

The Senior Housing Specialist relays building concerns to the Maintenance Dept.

Will participate in professional development and workshop opportunities

Assist the Property Management Department as needed

Provide productivity and compliance reports to the Director

#### **Qualifications:**

Bachelor's Degree is a plus. Minimum of 2 years' experience as a Senior Housing Occupancy Specialist. Competence in Word, Excel, and Outlook as well as quick learning of any organizational software applications. YARDI experience is a plus; the ideal candidate will be knowledgeable of HUD 202, Low Income Tax Credit, Home funds laws and regulations.

Job Type: Part-time, temporary: 25 hours per week.

Required experience:

Housing Occupancy Specialist with Senior Housing (HUD 202) experience: 2 Years' experience.

Additional Language: Spanish speaking is a must.

Please note that our company is an equal employment opportunity employer.

Job Type: Temporary