

Maximum Accessible Housing of Ohio
Job Posting 06/21/13

Program:	Maximum Accessible Housing of Ohio (MAHO)
Position:	Housing Coordinator
Exemption Status:	Non-Exempt
Primary Report:	Assistant Executive Director
Secondary Report:	Executive Director

Position Summary

The **Housing Coordinator** ensures compliance with subsidized housing government regulations by processing tenant recertifications, maintaining tenant files, and updating policies and procedures. This position works as a team with management, administrative, and operations staff to facilitate the mission *to provide and promote accessible housing solutions for people with physical mobility disabilities.*

Core Job Responsibilities

- Learn and keep up-to-date on government regulations.
- Ensure that leases, house rules, policies, and procedures comply with government regulations.
- Process tenant move-ins and move-outs.
- Process annual and interim recertifications.
- Submit monthly reports and vouchers to HUD.
- Prepare for the annual Management and Occupancy Reviews (MOR).
- Maintain, review, and update tenant files.
- Work with administrative team to maintain waiting list, including up-to-date contact information.
- Follow all appropriate HUD and Fair Housing regulations in this process.

Other Job Responsibilities

- Interact in a respectful and professional manner with tenants of MAHO properties.
- Be courteous and attentive to the needs and concerns of the tenants relating to their tenancy.
- Answer phones.
- Assist with marketing activities and promotional events.
- Other duties as assigned.

Required Knowledge, Skills and Abilities*

- Organized, disciplined self-starter with ability to multi-task efficiently and effectively.
- Proficiency in MS Office, Internet, and accounting programs.
- Good financial and bookkeeping skills.
- Ability to work with diverse people.
- Driver's License and reliable transportation to get to all MAHO properties.

Qualification Standards

- Bachelor's degree or minimum of three year's work in an administrative/office setting.
- Experience with HUD Section 8 and Low Income Housing Tax Credit compliance preferred
- Experience in non-profits, preferably with housing

Qualified and interested candidates, please send cover letter and resume to:
mahofohio@gmail.com

EOE

*NOTE: The individual must possess these skills and abilities or, using some other combination of skills and abilities, be able to explain and/or demonstrate that he/she can perform the essential responsibilities of the job with or without reasonable accommodations.