Job Title: Mashpee Wampanoag Tribe Housing Department COVID Housing Administrator

Department: Housing Department

Reports To: Housing Director

Salary: $32,760.00 to $41,860.00
Full-Time, Temporary

Summary: The Housing Department seeks a qualified, motivated and experienced Housing Administrator to assist in overseeing operations of COVID-19 housing programs. The COVID-19 Housing Administrator interacts with individuals interested in receiving COVID rental assistance and ensures all of the relevant paperwork is completed in full. They will be responsible for creating and recording check requisitions. They will also collect and process housing data in an accurate and expeditious manner.

Essential Duties and Responsibilities include the following.

- Certify tenant income accurately and timely, ensure that all documentation is complete and accurate in order to determine eligibility and ensure program compliance;
- Assist in completing applications, qualification paperwork, and servicing of appropriate notices regarding qualification;
- Create, record, file and monitor check requisitions;
- Maintain tenant files, track and prepare files;
- Assist in preparation for audits and compliance monitoring;
- Ensure the security and protection of private client records and documents in accordance with all applicable standards, rules, policies and regulations;
- Maintain strong, collaborative relationships with internal staff and departments, owners, community groups, funding sources, and other housing related departments or agencies to achieve goals;
- 1-3 years related experience;
- Knowledge of COVID -19 regulations, Tax Credits, and HUD regulations preferred
- Good customer service skills with strong ability to communicate effectively with internal staff as well as external clients;
- Accurate organization, data entry and filing skills;
- Provide administrative support to other housing programs in support of the achievement of department and organizational goals.

The list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary.